

ELIZABETH A. DRUMMOND

CAREER HISTORY

The Latrobe Fund, Latrobe, CA January 2019 to present

Find, vet, and propose grants for fund owners to support art, history, first responders, education, environment, animals, and families in need. Part time - approximately 10 hours a week

Broadridge North American Customer Communication, El Dorado Hills, CA

October 1990 to June 2017

Previously known as: DST, Output Technology Solutions, USCS International, and International Billing Services/Cable Data

El Dorado Hills facility is part of an international company renown as a first-class mailer. Company operations perform 24/7/365 producing more than 1 billion e-bill and print customized statements per year. Company population varied up to 1,700 employees at El Dorado Hills facilities employed in dynamic positions including materials management; production and machine operators; computer operators; account managers and customer service representatives; programmers; developers; project managers; research and development; software engineers, hardware engineers, mechanical engineers, electrical engineers; sales; finance; e-commerce; quality assurance; marketing; network and systems administration; security; health services; facilities; and a variety of support functions and departments.

Over twenty-six years' experience as Lead Human Resources Representative, Senior Human Resources Representative, HR Representative, HR Assistant, and Materials Management support, encompassing the following employee relations responsibilities:

- Advise and counsel management and employees
- Policy interpretation, disciplinary actions, terminations, exit interviews
- Complaint investigation
- Counseling and interpretation of legal entitlements to management and employees: FMLA, CFRA, ADA, Title VII, PDA, PFL, Worker's Compensation, etc.
- Policy training, soft skills training, and new employee orientation
- Harassment prevention, diversity appreciation, drug, and violence free workplace training
- Goal alignment and performance appraisal training
- Career counseling and personal career development
- Unemployment Insurance including company representative for appeal hearings
- Worker's Compensation modified duty and return to work
- Suspicion based drug testing facilitation
- Records retention management and subpoena responses

- Position eliminations, reductions in force
- Critical Incident Response Team
- Business Continuity Plan Partner
- Emergency Site Management Team
- Plan and project manage company events
- Recognition programs
- Directly supervised up to six employees

COMMUNITY OUTREACH

- Soft skills, presentations, career fairs and mock interviews to middle schools, high schools, not-for-profit organizations, and workforce development - 1994 to present
- Board of Directors Women's Fund El Dorado WFED 2010- 2012 and 2018 to present
- Board of Directors for Motherlode Rehabilitation Enterprises - 2021 to present
- M.O.R. E. Human Resources Committee 2005 to present
- EDC Commission on Aging subcommittee – Aging Independently 2022 to present
- El Dorado Union HSD Career Technology Education Advisory Committee 2000 -2017
- El Dorado County Economic Development Advisory Committee EDC2 - 2010 to present
- El Dorado County Commission on Aging, commissioner - 2014
- Coordinator for the El Dorado County School To Career program 1997 - 2006
- Coordinator for the El Dorado County Summer Institute program 1999-2003
- Advisory board Oak Ridge High School Business and Technology Academy 1999-2003
- JOBONE Board of Directors (El Dorado County Welfare-to-Work program) 1993-2000
- KVIE Channel 6 PBS, Sacramento 1980– 2010 - trained for live TV fundraising

PROFESSIONAL CERTIFICATIONS AND EDUCATION

- Society for HR Management certification (SHRM-SCP) – 2015 to 2022
- Human Resources California certification (SPHR-CA) – 2010 to 2022
- Senior Professional in Human Resources (SPHR) – 2003 to 2022
- Professional in Human Resources (PHR) - 2002
- Certificate in Worker's Compensation Management, UC Davis Extension - 1996
- Certificate in Business Management, UC Davis Extension - 1995
- Certificate in Human Resource Development, UC Davis Extension - 1994
- Associates of Arts, Social Science, Alameda College, Alameda, CA - 1972