

# MICHELE CLARK

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## SUMMARY

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### HUMAN RESOURCES PROFESSIONAL

#### EQUAL EMPLOYMENT OPPORTUNITY • AFFIRMATIVE ACTION • WORKPLACE DIVERSITY • REALTOR

20 years of HR management experience. Inclusive leader skilled in influencing people and outcomes. Ability to tackle complex issues and drive initiatives that impact engagement, productivity, retention, and accountability. Focused, inquisitive, collaborative, and judicious. Led initiatives, process improvements, and culture shifts.

## PROFESSIONAL EXPERIENCE

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### City of Aurora Illinois

#### Interim, Chief Human Resources Officer

- Provides leadership to the HR function by developing an inclusive, diverse, service-focused and team-oriented departmental culture.
- Lead policy development, programs and activities that promote workplace diversity and inclusion, as well as a positive employee relations environment.
- Works closely with the mayor and management to define, communicate and carry out the City's Human Resource's goals and to adopt best practices.
- Ensure managers and supervisors are advised and trained as needed about applicable federal, state and governing laws and regulations.
- Develops and implements programs to improve employee effectiveness, including training, safety, counseling, and welfare.
- Identify opportunities to increase the satisfaction and retention of employees.
- Evaluate current HR processes including recruiting and hiring process and support for agencies during these processes to identify opportunities for process improvements that will help achieve City goals.
- Negotiates labor contracts; counsels management in the administration of such contracts; participates in grievance and arbitration proceedings; represents management in suspension and discharge proceedings.
- Oversee administration of employee benefits programs, such as medical and dental insurance; perform studies to determine appropriate employee contribution levels to those plans.
- Performs periodic personnel studies, including position audits, record reviews, and data analysis to propose classification amendments in the form of new and revised classification specifications.
- Works directly with the Corporation Counsel and the law department to resolve legal matters relating to all aspects of human resources issues.
- Administers and maintains an employee performance appraisal program for the City of Aurora.
- Develop and administer the department's annual budget, work-plan and resources in an effective and efficient manner.

#### Director Equity, Diversity & Inclusion | 2021 to present

- Acts as EDI consultant, coach and advisor to leadership on effective strategies, EDI business plans and actions for driving diversity, equity, inclusion, and engagement.
- Partners with Director, Training to develop staff and leadership training to increase cultural competence
- Ensure EDI programs and policies are embedded into daily practices and change strategies
- Staff Liaison, Human Relations Commission
- Provides coaching and guidance to leaders on maintaining an equitable and inclusive workplace culture
- Leverage data & analytics to inform strategy, track/monitor progress, and provide insights and recommendations
- Provide guidance and support to our P.O.W.E.R employee resource groups (ERG)
- Lead our small business outreach activities in support of our Business Equity initiative

#### M Property Investments LLC | 2017 to present

**Owner**, M Property Investments LLC is a professional, full service real estate solutions firm that buys and sells properties throughout the Chicago area. We re-develop single family and multi-family properties throughout the area with the intention of **revitalizing communities** and encouraging home ownership.

- Rental portfolio of 12 properties in IL, MI and FL
- Research properties and market conditions to determine which are favorable for rehabilitation and re-sale or rent.
- Negotiated with vendors and contractors for supplies and services.
- Responsible for bookkeeping, receipts management, invoice management, cash flow management, financial statements preparation
- Negotiated directly with Realtors, Selling Agents and Private Owners (FSBOs) on multiple creative financing deals

### **Keller Williams Realty**

**Realtor**, assist clients with the purchase, sale and investment in real estate

- Market Center Tech Trainer
- Co-Chair, Social Equity Taskforce & Tech Committee
- Generate clients leads to buy, sell, and invest in real estate.
- Counsel clients on market conditions, prices, and mortgages.
- Show properties to potential buyers and renters.
- Present purchase offers to sellers.
- Facilitate negotiations between buyers and sellers.

### **John Deere** | 1997 to 2017.

**MANAGER, EEO COMPLIANCE** (2015 to 2017)—Strategize and manage enterprise-wide strategic and tactical execution of EEO/AA. Direct development and improvement of processes and tools and lead continuous improvement initiatives. Serve as liaison with federal and state agencies. Instrumental in shifting perception of compliance by linking compliance with overall diversity and inclusion strategies.

- Identified and documented compliance areas, created and implemented a comprehensive vision for training, onboarding, internal auditing, and reporting, authored article series, and remediated areas of noncompliance.
- Reduced the government/national sales request cycle time to two days, closed three open conciliations, and completed 36 Affirmative Action Plans.

**MANAGER, HR GLOBAL COMPLIANCE** (2014 to 2015)—Directed HR compliance investigations and risk mitigation plans in collaboration with subject matter experts and HR managers globally. Developed and delivered training and presentations, wrote and reviewed reports, and consulted on investigation processes and results. Instilled a compliance mindset in HR professionals' enterprise wide.

- Reduced case closure cycle time and improved consistency and tracking.
- Personally, performed high-level, complex corporate compliance investigations.
- Created and implemented a three-phase early talent leadership development program to address high turnover rate among people of color.

**HUMAN RESOURCES MANAGER, SUB SAHARAN AFRICA** (2011 to 2014)—Assumed management of an HR operation with inconsistent practices, outdated methodologies, and only 13 of Deere's 50 global HR processes in place. Led the implementation and revision of HR strategy, policy, compliance practices, compensation, employee development, performance management, and service delivery to business leaders in multiple countries in a matrix organization. Managed and coached performance of HR teams in countries with divergent cultures, markets, practices, and employment laws.

- Within 16 months, implemented 47 of 50 corporate HR processes throughout Sub Saharan Africa.
- Established HR strategy for expanding business operations, structures, and processes into Kenya and Ghana, ensuring consistency, repeatability, and alignment with corporate directives.
- Implemented the global compensation policy and process for variable pay, gaining local leadership buy-in and establishing fair practices throughout Sub Saharan Africa.

- From performance evaluations: “tackled long-standing, complex, challenging issues...ability to see through clutter and establish clear priorities...established HR's credibility.”

**MANAGER, GLOBAL DIVERSITY & INCLUSION** (2009 to 2011) Served as member of the global John Deere Inspire Core Team to inspire the next generation of innovators through education, connections, and hands-on, real-world experiences. Implemented John Deere’s Representation, Engagement & Accountability Plan globally.

- Improved global alignment between regional markets and talent mixes as well as representation and accountability.
- Developed the global STEM strategy, volunteer training program, communication plan, decision analysis tools, and partner selection.

**PROJECT MANAGER, GLOBAL HUMAN RESOURCES** (2007 to 2009) Collaborated on developing the Global HR Organization Design and Implementation Project plan, including shared services and centers of expertise, from concept and milestones delineation through delivery. Worked with divisional and regional leadership on structure, resources, communication, and change management facilitation.

- Collaborated on developing process improvements that aligned best practices with strategic business requirements in each region.
- Eliminated duplication of efforts around the globe, leveraging economies of scale, improving consistency, quality of hires, and employee retention, and decreasing costs 25%.

**SPECIAL ASSIGNMENT, MANAGER, HR KICKSTART** (April 2007-Nov 2007)—Selected to develop, provide training, and implement an HR strategic plan for KickStart, a global, award-winning nonprofit enterprise that provides developing countries with tools and equipment yielding a tenfold increase in income.

- Created the organization’s performance management methodology, established expectations and qualitative and quantitative metrics, and developed comprehensive training, contributing to improved employee engagement.
- Co-developed job descriptions, created the employee evaluation system, revised the employee handbook for Kenya and Tanzania, and launched an employee newsletter, improving consistency, standardization, and performance outcomes.

**MANAGER, HUMAN RESOURCES, CAMPUS RECRUITING** (2005 to 2007)—Led sourcing, recruitment, and selection of candidates for 500 positions. Cultivated and leveraged relationships with 38 partner universities. Supervised staff and 300 volunteer recruiters.

- Refined university recruiting and mentoring processes, improving employee engagement and retention.
- Directed the Strategic Management Program and \$1.6M budget and oversaw recruiting from top-tier MBA programs.
- Served as process owner of New Employee Integration, North America, as well as Executive Onboarding and New-to-Role Transition, resulting in decreasing the learning curve.

**PREVIOUS POSITIONS:** HR Supervisor; HR Compensation & Benefits Administration Supervisor; Team Leader, US Staffing Diversity; Training Coordinator; HR Rep; Information Systems Recruiting Rep.

## EDUCATION \_\_\_\_\_

**MBA & BS Business Management** | Southern Illinois University, Carbondale, IL.

## AFFILIATIONS \_\_\_\_\_

National Coalition of 100 Black Women • Alpha Kappa Alpha Sorority Inc. • Fox Valley United Way • Girl Scouts of the USA • Rotary Club of Montgomery

## PRESENTATIONS \_\_\_\_\_

Partial list: Unconscious Bias Training, Doing Business w/City of Aurora, Global HR Training • HR Operations Training • Recognition Training • Targeted Selection Training • EEO Refresher Training • Acting Affirmatively. Audiences include Chairman, C-suite, legal, and HR leadership.