

Darryl D. Wright-Greene, MBA, M.Div., SHRM-CP



Qualifications

Skilled professional with diverse work and educational experience, which includes a wide range of experience in Human Resources. Working knowledge of federal and state employment laws. Extensive experience in recruiting, compensation and benefits administration, implementing plans, and successfully executing multiple projects simultaneously. Excellent oral and written communication skills, customer service skills, analytical, negotiation skills, and facilitation skills.

- **Talent Acquisition**
- **Employee Relations**
- **Performance Management**
- **Analytical**
- **Diversity and Inclusion**
- **Problem Resolution**
- **Relationship Management**
- **Policy Development**
- **Employment law knowledge**
- **Certified Diversity Professional**
- **Certified Human Resources Professional**
- **Strategic thought leader and team player**
- **Project Management**

Education

Ph.D. Candidate for Higher Education Administration - Liberty University, Lynchburg, VA (December 2021)
Master of Divinity (M.Div.) - Ashland University, Ashland, OH
Masters Business Administration (M.B.A) - Madonna University, Livonia, MI
Bachelor of Arts in Telecommunications | Bachelor of Arts in Criminal Justice - Michigan State University, E. Lansing, MI

Certifications

In Process IBM Data Science | SHRM-SCP Professional Certification
April 2019 Certified Diversity Professional – National Diversity Council
April 2019 ADA/504 Coordinator
June 2018 Title IX Coordinator – Higher Education Level I and PK4 – 12
May 2016 SHRM-CP – Society for Human Resources Management

Experience

St Petersburg College – St Petersburg, Fl
Chief Human Resources and Talent Officer **June 2021 – Current**

Responsible for leading HR strategy, program, and administration for the entire college, comprising over 3000 employees. Operate as a member of the executive leadership team and strategic business partner and HR advisor to Senior Leadership. Manage risk and compliance, succession planning, talent management, change management, performance management, training and development, employee and labor relations, compensation, and benefits. Create, define, and update policies, procedures, and a handbook.

- Establishing new HR Structure
- Served on the College President's Senior Leadership team.
- Created an HR strategy that aligns with the overall business strategy to optimize the workforce to meet the needs of the business.
- Established a talent selection process for hiring managers to uncover and counteract implicit biases to properly identify talent resulting in a more diverse pool.
- Consult and instruct all management levels regarding interpretation and administration of human resource policies, programs, procedures and compliance with applicable state/federal statutes and regulations.
- Collaborated with and influenced senior leaders to prioritize strategic people priorities and solutions that accelerate business priorities through talent management, diversity and inclusion, rewards and recognition, and organizational effectiveness.

- Influenced the organizational culture by creating an empowering, transparent, and equitable environment through employee engagement strategies, and the continuous improvement of performance and talent management.
- Analyzed qualitative and quantitative data to identify and solve problems that would drive continuous improvement of talent priorities.
- Managed a \$2 Million+ budget.

Cornell University (ECornell) – Ithaca, NY
HR Facilitator (Part Time)

April 2021 – Current

Facilitator for each of the two courses required for completion of the Human Resources Certificate:

- Adopting Inclusive Hiring Practices
- Aligning Employee Performance with Organizational Goals

Dallas College (Central Office) – Dallas, TX
Director, HRIS and Deputy Title IX Coordinator

March 2020 – February 2021

Responsible for partnering with various functional areas to provide HR system administration and support, elevate operational capabilities, strategic leadership, project management, security role maintenance, and system insight. Serves as an SME for the Human Capital System and completes complex HR operational activities and projects, as well as participates in various HR systems implementations. Provides HR systems maintenance and support by executing system changes and participating in all aspects of system testing. Delivers end-user troubleshooting, issue remediation, technology request assistance, and escalation management. Monitors reoccurring issues, system/data, or process gaps and proactively identify potential sources of increased efficiency and enhancements. Leads and directs the HRIS team responsible for HR operations data flow, analytics, and reporting for over 6,500 employees.

- Implemented and configured health and safety solution to ensure a safe return for employees and students.
- Collaborates with stakeholders across all functions (HR, Finance, IT, Production/Operations) to evaluate and build optimization and automation maintain and develop processes that will create a best in class HR operations platform.
- Participated in and support the development of product and vendor Requests for Proposals (RFP's or RFI's), vendor analysis, ROI analysis, and vendor and software selection.
- Ensured data integrity, testing system changes, report writing, and analyzing data flows for process improvement opportunities.
- Prepared statistical summaries, ad-hoc reports, trend reports, board documents and HR Analytics.
- Manage HR system migrations, enhancements, upgrades, projects, and new implementations, including the development and/or review of project plans, statements of work, resource allocation, user and Third-Party Administrator training and support, as well as application configuration, testing, user support, and reporting.
- Identify training needs of end-users and develop or identify the resources necessary to meet those training needs'
- Makes appropriate recommendations to enhance, develop, and innovate to serve the business's evolving needs better.

Dallas College (Richland Campus) - Dallas, TX
Executive Director, Human Resources and Deputy Title IX

February 2018 – March 2020

Responsible for the development, implementation, and management of all human resources functions for an organization of 1500+ employees which includes: employee relations, talent acquisition, employee engagement, onboarding, compliance, DEI initiatives compensation, and benefits administration, coaching, training, and organizational development; operating as a strategic partner within the organization's leadership to optimize the use of human capital.

- Served on the College President's Senior Leadership team.
- Created an HR strategy that aligns with the overall business strategy to optimize the workforce to meet the needs of the business.
- Established a talent selection process for hiring managers to uncover and counteract implicit biases to properly identify talent resulting in a more diverse pool.
- Share best practices with Senior Leadership to help drive the D&I strategy; provide tools to ensure flawless execution of D&I initiatives

- Worked with Senior Leadership to develop trainings, policies and processes that support an inclusive work environment
- Consult and instruct all management levels regarding interpretation and administration of human resource policies, programs, procedures and compliance with applicable state/federal statutes and regulations.
- Collaborated with and influenced senior leaders to prioritize strategic people priorities and solutions that accelerate business priorities through talent management, diversity and inclusion, rewards and recognition, and organizational effectiveness.
- Influenced the organizational culture by creating an empowering, transparent, and equitable environment through employee engagement strategies, and the continuous improvement of performance and talent management.
- Analyzed qualitative and quantitative data to identify and solve problems that would drive continuous improvement of talent priorities.
- Conducted trainings and investigations for Title VII, Title IX and other Employee Relations issues (Sexual Misconduct, Harassment, Discrimination, etc.).
- Managed a \$2 Million+ budget.

Manara Academy - Irving, TX

October 2015 – February 2018

Director of Human Resources and Operations

Responsible for the development, implementation, and management of all human resources functions for an organization of 100+ employees which included: employee relations, talent acquisition, onboarding, compliance, compensation, and benefits administration, coaching, training, and organizational development; operated as the strategic partner within the organization's leadership to optimize the use of human capital.

- Built and established the organization's Human Resources department from ground level zero.
- Serve as an officer of the Superintendent's cabinet (C-Suite).
- Help foster a diverse and inclusive culture that aligns with the organization's strategic goals.
- Saved \$459K by reorganizing the organization structure to eliminate unnecessary positions and analyzing salaries and benefits.
- Improved paperwork processing time by 50% by implementing a paperless system that streamlined the submission process.
- Reduced employee turnover by approximately 25% by creating strong relationships as the employee's advocate.
- Updated and overhauled the recruitment processes comprised of sourcing, screening, interviewing, selection, and onboarding.
- Created compensation strategy, structure, grades, ranges, and merit process, resulting in improved ability to attract and retain talent.
- Designed, authored, and implemented HR processes and policies to eliminate existing liability and exposure.
- Consulted and influenced all management levels regarding interpretation and administration of human resource policies, programs, procedures and compliance with applicable state/federal statutes and regulations.
- Conducted investigations regarding potential misconduct and policy violations.

Goodwill Industries of Houston - Houston, TX

April 2014 – October 2015

HR Benefits Manager

Supported approximately 2000+ employees. Primary responsibility was benefits administration. Other responsibilities included talent acquisition, employee relations, compliance, onboarding, training, and organizational development.

- Administered, processed, maintained company benefit programs including health & welfare plans, short and long-term disability, worker's compensation, 403b, Flex Spending Accounts, COBRA, leaves of absence.
- Partnered with and managed relationships with benefits brokers, carriers, vendors and subject matter experts ensuring delivery of high-quality programs in accordance with industry best practices and legal compliance.
- Conducted benefit overview during new hire orientations.
- Worked as a key member of the implementation team that assisted in the execution of the new HRIS system (Epicor HCM).
- Reduced cost by \$150,000 in annual premiums from an audit of medical plans for late terminated employees.
- Conducted investigations regarding potential misconduct and policy violations.

Houston Graduate School of Theology - Houston, TX

April 2013 – February 2014

Admissions and Recruiting Counselor

Responsible for recruitment and enrollment activities including open houses, regional presentations, training sessions, and orientation programs. Strategically planned new marketing campaigns to increase visibility and drive growth within the community.

- Increased student enrollment by 50% using a full-cycle recruiting method.
- Analyzed and managed Google Analytics Account (AdWords) increasing webpage traffic by 30%.
- Worked independently, as 40% of duties were performed out-of-office at recruiting events.
- Developed and maintained relationships with community-based organizations to market and increase people's interest.
- Planned and budgeted expenses for admissions and recruiting events.

Remington College - Houston, TX

September 2012 – May 2013

Career Development Instructor

Executed duties and responsibilities in accordance with the school policies and procedures. Create lesson plans, organize, and provide daily instruction to a diverse student population.

- Taught Career Development Courses focusing on Soft skills, Diversity, Employment Law, and interviewing techniques.
- Applied active learning strategies and used diverse instructional strategies to meet the student population's needs; such activities were included but are not limited to cooperative learning, critical thinking; interactive discussion; written submissions.
- Assisted students with creating résumés and cover letters.
- Developed relationships with prospective employers to help students with internship opportunities.

Additional Relevant Experience

Workforce Employment Specialist – Ross IES – Detroit, MI

Business Credit Analyst (HR Liaison) – Verizon Wireless – Southfield, MI

Technical Skills: TXEIS, School Spring, Texas Job Network, HCM Epicor (HRIS system), Great Plains, Time Clock Manager (similar to Kronos), Appian Workforce Readiness, Appian Campus Pass, Power BI, Python, SQL, DataViz, Data Analysis, Informer, Microsoft Office suite, Concur (SAP), Colleague, PageUp, SparkHire, CornerStone (PMS), E-Credit, ACSS, CACS, Transunion Desktop, Dun & Bradstreet, ECM (Electronic Case Management), CampusVue, (education system similar to Banner), and PeopleSoft (CRM)