

# Tandalea K. Mercer, PHR, MS-MPA, CLC, CDP

P.O. Box 572976 Tarzana, CA 91357 • 347-351-0739 • [tkmercerc@gmail.com](mailto:tkmercerc@gmail.com)

## Professional Profile

**Inclusive Leadership and Inclusive Workplace Champion – Diversity, Equity and Inclusion Leader, Subject Matter Expert and Strategist – Speaker – Trainer – Facilitator – Adjunct Professor – Civil and Human Rights Activist – Writer**

## Education & Training

**Candidate for Ed.D – Higher Education Administration Leadership**      Sabbatical/On Hold  
Rockhurst University – Kansas City, MO/Online  
*Dissertation Focus: Diversity and Inclusion and barriers to success.*

**Master of Science – Dual Master of Public Administration/ Urban Policy Analysis and Management (MPA)**      May 2002  
The New School University - NY, NY  
Concentration in Public Administration, Policy, Diversity and HR Compliance  
*Thesis: Immigration, Policy and Religion- The African, Caribbean and African American Diaspora*

**Dual Bachelor of Arts & Science – Political Science & English**      May 1999  
Delaware State University- Dover, DE

**Certification of Organizational Culture and Development**      2022  
Harvard University

**Certified Life Coach**      2013  
The Life Coaching Institute of Orange County

**Certified Event Planner**      2013  
Correlations, Inc.

**Licensed Real Estate Salesperson**      2011  
New York State

**ATD (Formerly ASTD) Training Module Trainer**      2003  
Association for Talent Development

**Professional Human Resources**      2002  
Society for Human Resources Management (SHRM)

**ERS Group-OFCCP & Affirmative Action Planning**      2007  
Affirmative Action Plan Certification

**Diversity Professional Certificate**      2006  
Office of Alternative Dispute Resolution FFC

**EEO Counselor Certificate**      2006  
Fairfax County Government

**EEO Law Course- EEO Law Certification**      2000  
Cornell University School of Industrial & Labor Relations

## Research/Fellowships/Internships/Externships

Black Prose- Delaware State University      1998  
City, State and Federal Policies- Marymount Manhattan College      2000  
Politics, Policy and the Workplace- New York University      2000

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Grant writing- New School University	Summer 2000
Social Policy and the Welfare System- Harlem	2001
Immigration Law and Policy- <b>Study Abroad- The Dominican Republic</b>	2001
Office of The United States Senator Charles Schumer- Externship	1999
Metropolitan College	
Office of Brooklyn Borough President Marty Markowitz- Brooklyn Fellow	1995
Federal Deposit Insurance Corporation- Gettysburg Funding- Internship	Summer 1997

## Public Speaking/Speaking Engagements/Guest Speaking Engagements

**Global Online Inclusion Forum Conference-** Inclusion Strategy in the Workplace- 2023  
**Renewables Forward-** HR Summit- Diversity and Equity in the Renewable Energy Industry- 2023  
**Solarplaza Summit Asset Management North America Conference** –Diversity and Training-  
Speaker and Moderator, The Bay Area, CA- 2022  
**WoodMackenzie Energy Conference-** Women in Diversity in STEM/Energy Panel- San Diego-  
2022  
**Global Online Inclusion Forum Conference 2021-** Speaker- Diversity and Bias in the Workplace  
**Online Inclusion Forum-** CFC Big Ideas in Diversity- May 2021  
**Hall and Partners-** Civil Rights Training 2021  
**California State University- Northridge-** University Student Union- Guest Speaker on The Effects  
of White Supremacy and Professionalism (in the Workplace)  
**UCLA- Anderson School of Business-** February 2020- Panel Speaker- Women in Leadership in  
Diversity  
**Black and Brown Conference-** 2018- East Los Angeles Community College- Panel Speaker-  
Diversity in Education  
**Barriers to Employment in Municipal Government:** Diversity and People with Disabilities; New  
York City Public Hearing- City Hall; February 2000  
**Teens Helping Each Other- THEO;** The State University of New York at Downstate Brooklyn;  
Brooklyn, New York; 1999  
**Public Allies;** June 1999

## Honors/Awards

Verizon Foundation- ThinkFinity Award 2007  
Lambe/Singlar Scholarship Recipient  
LaGuardia Scholarship Recipient  
New York Scholars Scholarship Recipient

## Registered Screenplays

<b>Writers Guild East</b>	2010
Remember Me	
Untitled	
<b>Writers Guild West</b>	2013
FaithFall	
Dangerfield	

## Teaching/Training and Relevant Facilitating Experience

**United States Department of Homeland Security- FEMA-** **2024**  
**Contract- Guest Trainer- Special Emphasis Program Manager Diversity, Equity, Affirmative  
Employment and Inclusion Virtual Training**

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Guest Trainer/Facilitator for Special Emphasis Programs focusing on Bias reduction, recruitment politics, diversity and inclusion strategy and equitable program management.

**The California State University at Los Angeles (CalStateLA) 2019- Present**  
***Adjunct Professor/Lecturer- Political Science Dept- Diversity and Inclusion Best Practices***  
Instructor of: ***Best Practices in Diversity*** Multiple semester class of working professionals in the Masters of Public Administration Program and Human Resources in the Public Sector. Also instructor of: ***Effective Human Resources Strategies in the Public Sector; Human Resources in the Public Sector.***  
Created syllabus, content and materials for class. Full Semester and Winter intercessions Adjunct Lecturer.  
***Member- Diversity and Equity Task Force- Cal State LA***

**The California State University at Northridge (CSUN) 2017- Present**  
***Adjunct Professor/Lecturer- Africana Studies***  
Instructor of: ***Black Politics; Diversity and Equity and Public Schools*** (a part of AB 1460); multi-day level three hybrid Africana Studies/Political Science course of 40-60 students for 75-90 minutes, weekly. Maintained a class syllabus, assignment log, and additional materials for a diverse student population;  
Participated in monthly meetings with faculty to discuss departmental goals;  
Planned lectures, assignments, and in-field experiences to collaborate with necessary course curriculum. Full Semester Adjunct Lecturer.  
***Africana Studies Department Equity Representative.***

**The California State University at Los Angeles (CalStateLA) 2019**  
***Guest-Professor/Lecturer- Political Science Dept- Organizational Change Management***  
Guest Professor for Masters of Public Administration program students on the principles of diversity as they relate to Organizational Change Management.

**Sprint 2018-2019**  
***Leadership Trainer- California and Arizona***  
One of 8 specialized leadership roles in the US within Learning and Development that trained and coached leadership staff on best practices, leadership principles, HR compliance, diversity and inclusion as well as other required and requested trainings.

**Petite Giant Enterprises , LLC (formerly The Culture and Coaching Corner) 2010- Present**  
***Boutique Consulting Agency NYC and California***  
Classroom and Web-based executive and professional level training using a variety of training modalities on topics including workplace management, employment law and compliance, diversity, etc. Diversity Coach. Distinguished Clients include- E-Quest, Georgia Speaks, etc.  
State of California Certified MWBE.

**Georgia Speaks 2010-2011**  
***Non Profit Atlanta,. GA***  
Taught young adults on a variety of topics in arts and behavioral sciences. Prepared and developed teaching and training materials for other trainers and teachers.

**SENJI, Inc. 2006-2008**

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## ***Non Profit/ Learning Atlanta, GA***

Taught and trained students and professionals on workplace culture, diversity, leadership development, management and industrial management.

## **Montgomery County College**

**2005**

### **Instructor- Communication Skills**

Taught in class learner the principles of communication, job readiness, workplace communication strategies, and the like.

## **Teachers Assistant (Immigration Policy)**

**2001**

Dr. Hector Cordero- Guzman

The New School University

Prepared students for Study Abroad trip with logistics, helped to lead discussions, prepared necessary exam notes, assisted as needed.

## **Teachers Assistant (English)**

**1997-1999**

Dr. J. Scott King, English Dept Chair

Delaware State University

Helped with departmental and class rosters, assisted with English Internship scheduling, prepped class quiz print outs, assisted as needed.

## **English /Writing Lab- Professional Tutor**

Delaware State University- 2 years

**1997-1999**

## **Relevant Corporate Employment Experience**

### **Nextracker**

**2022- Present**

***(Head of) Sr. Director of Culture, Diversity, Equity and Inclusion. 40 hrs p/wk Full Time***

- Head of all DEI and Culture initiatives; Created overall Diversity, Equity and Inclusion strategy for the Company
- Implements programs; Assesses workforce development; DEI employee engagement tools; DEI Scorecard, Dashboard; Recruitment
- Created ERG's; created Veterans training and recruitment program, Co-Created Internship Program, Manages mentorship program; Developed budgets; Developed Manager and Recruitment Diversity Toolkit; Developed Leadership Development strategy; Manages DEI Training, and creates policies.; ESG metrics, Sustainability and CSR partnerships leader .People and culture engagement leader.

### **Genesys**

**2020- 2021**

***Director Of Global Workplace Diversity, Equity and Inclusion- 40 hrs p/wk Full Time***

- Developed and implemented multi-year DEI workplace strategy while partnering with Talent Acquisition, Marketing, Training and Development, Leadership and other areas to lead strategy initiatives. Develop curriculum for diversity, civil rights and leadership training; Subject matter expert.

### **Cielo Talent**

**2020-Present**

***Diversity and Inclusion Recruitment Lead - 40 hrs p/wk Full Time***

- Managed diversity and inclusion practices and principles as they relate to recruitment, hiring, retention, promotions and employee resource programs for varied clients within the US by creating goals and partnerships for success.

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## **Sprint**

**Leadership Trainer 40 hrs p/wk Full Time**

**2018-2019**

- Trained leadership staff classroom and training- room style on leadership development, leadership principles and other specifics to the company.

**Petite Giant Enterprises (formerly The Culture and Coaching Corner) 2010- 2018**

**Trainer and Diversity Coach** (Certified Life Coach) *Part time- As needed*

- Trains and manages diversity through strategic organizational development of planned programs, events, presentations, business models, courses, social media & other custom trainings; Content creator of e-learning/webinar based diversity and inclusion trainings; Training on diversity, inclusion, microbias/microaggressions, gender, generational differences, ethnicities, etc, in the workplace through several training platforms. Classroom and Web-based training for Executives and Professionals.
- Creates Diversity plans and program calendaring as requested. Program manager; Corporate Coach/Counselor; Trainer; Diversity Lead.

\*Distinguished clients: Dr. Pepper/Snapple Group, Boeing, Disney, RBC, Pfizer, etc.

**HCL Technologies, America- Orange County, California**

**2011- 2014**

**Sr. Manager for Diversity and Inclusion -North America/Mexico/Canada 40 hrs p/wk Full Time**

- Acted as a key source of expertise in diversity, inclusion, EEO compliance and inclusive leadership for HCL and found practical ways to integrate them into HCL's people and business processes across HCL's global business in Americas.
- Diagnosed and developed plans to resolve organizational blocks to diversity and inclusiveness across HCL
- Identified gaps, opportunities and set goals to improve performance in diversity and inclusive work environments.
- Engaged local / business line leadership teams and provided training, coaching, consultancy and L&D.
- Partnered as an Ombudsman with local HR, legal staff and line leaders on complaints and to ensure that corporate principles and values were upheld globally, with a focus on eliminating discrimination and harassment.
- Developed successful Employee Resource Groups/ Affinity Networks within the N. American Region for Women, African Americans, Veterans, Hispanic-Latinos and LBGT and other employee multicultural networks, which delivered results in areas such as outreach and recruiting, work/life solutions, cultural, multicultural and social programs for employee engagement, etc.
- Oversaw global measurement and reporting processes around diversity and inclusion to encourage strong progress in all locations and lines of business for workforce optimization and talent acquisition in engineering, STEM, IT and infrastructure.
- Established Learning and Development Sexual Harassment/Labor Law and regulations E-Learn/web based training for employees and management.
- Established and planned all annual cultural programs and events (i.e: Black History Month; Women's Month; etc.)
- Established community and Corporate Social Responsibility, multicultural and diversity partnerships and relationships as well as partnering with local orgs, social media outlets, institutions and schools to identify qualified talent.

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- Created the: Maternity/Paternity Leave Policy; Created the New EEO and Non Discrimination Policy; Created the Reasonable Accommodation Policy; Created the Supplier Diversity Policy for HCL America
- Led Talent Acquisition ATS compliance project to ready the company as an EEO/AA employer.

## **Verizon Business- New York, NY /Basking Ridge, NJ**

**2006-2010**

### ***Sr. Affirmative Action Manager/Diversity Metrics Analyst/Human Resources Compliance-Policy Consultant - 40 hrs p/wk Full Time***

Managed 3 Key Elements within Human Resources Compliance/ER:

- **Affirmative Action/EEO:** Charged with maintaining day-to-day operations, preparation/managing/leading all Affirmative Action data, Served as liaison between VZB & OFCCP and other government entities, Responsible for VEVRAA/VETS/USERRA Veterans projects; Responsible for VETS-100/EEO-1 submissions; Increased Corporate Social Responsibility (CSR) through Affirmative Action and Diversity measures; Reviewed Employee Relations complaints.
- Facilitated all Affirmative Action Plan audits and closures, ensuring EEO and Affirmative Action Compliance
- Drove ethnicity project for workforce update of the US EEOC/US Dept of Labor ethnicity coding (EEO-1 form) of workforce statistics and ATS. Lead on complex workforce metrics projects. Ensured all contract compliance.
- Enabled several diversity vendors to participate in a 2-year \$150K+ contract by evaluating and improving the Company's organizational & operational structures for Affirmative Action Planning, EEO and compliance.
- **Diversity:** Managed/Liaised diversity/multicultural programs with Affinity Groups and recruitment pools/orgs; Monitored diversity initiatives and management of varied projects, including compliance, internal and external reporting and trending; Managed Veterans Diversity initiative with recruitment; Managed Diversity Metrics and functioned as Diversity Metrics lead for the business; Partnered with local orgs and schools to help recruit qualified and diverse candidates for talent acquisition; Leveraged D&I through program management; CSR, community relations and diversity partnerships. Monitored the diversity-training component metrics. Ensured diverse talent acquisition through diversity metrics, recruitment tools & best practices.
- Co-managed all successful events & programs for ERG's (Women, Minorities, Veterans, Disabled, LBGT, etc.)
- **Policy:** Managed Global HR Work/Life Policy statements. Co-Authoring Diversity Policy Statement; Managed publication questionnaires; Managed state and federal employment postings at all domestic office locations. Managed grievance/EEO process policies.
- Created Disabled/Veteran Applicant Policy and Process for domestic applicants; Led team on website update.

## **Fairfax County Fire and Rescue- Office of the Fire Chief, Fairfax, VA**

**2005-2006**

### ***EEO (ER/Diversity) Specialist***

**40 hrs p/wk Full Time**

- Investigated complaints of discrimination and/or inappropriate behaviors in the workplace. Mediated on EEO-employee relations concerns/complaints through conflict resolution.
- Created the EEO hotline and "Diversity in Fire Sciences" Brochure to increase the efficiency of EEO, Women & Diversity related issues and to assess and develop appropriate programming for fire



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sciences culture.

- Served on Diversity Council & assisted with the development, analysis and review of the Diversity Plans & Metrics for the Department with respect to programming, civil, human and employee relations, talent acquisition efforts and Women's Program Initiatives.
- Facilitated trainings (EEO/Sexual Harassment/labor laws) for Employees at all levels/People/Workforce Development.

## **Professional Diversity Network- (CONTRACT/CONSULTANT)**

**Various**

### ***Consulting Executive Director- Diversity Recruitment Compliance (ERICA Program) Part time***

- Served as a subject-matter expert for contracted clients with respect to their OFCCP/DOL compliance practices, laws statutes, diversity initiatives (Women/Veterans/LGBT/PwD/Minorities), diversity recruitment and multicultural workforce optimization. Prepared presentations for the Network for clients; Blogger for the Network

## **New York City Department of Education- Brooklyn, NY**

**2010-2011**

### ***Diversity Specialist (CONTRACT) 40 hrs p/wk Full Time***

- Served as a primary resource to the Assoc. Counsel-Compliance & Diversity to provide strategic advice and counsel to Senior Management on Diversity & Inclusion and civil rights related issues. Consulted with DOE's Management to provide direction on developing and integrating Diversity & Inclusion into existing processes and practices. Provided consultation and research for Senior Management to assist with the development of organizational, multicultural, and Diversity & Inclusion goals, best practices, compliance regulations and strategies aligned with business imperatives.

## **Petite Giant Events- New York, NY**

**Various**

### ***Multicultural Programs and Event Planner***

***Part time as needed***

- Created and planned diverse events for an array of clients in the NYC Metropolitan area at various venues; Partnered with vendors, caterers, entertainment and community organizations; Full service event planning needs. Expertise in culturally oriented event management. Maintenance of budget management, community relations partnerships, diversity and vendor management. Distinguished clients: The United Tennis Association; The Baha'i Community Center; OmniPoint

## **The Hartford Financial Services Group, Inc., Hartford, CT**

**2005**

### ***Employee Relations & EEO Specialist***

***40 hrs p/wk Full Time***

- Specialized in employee relations and AA/EEO implementation nationwide; Ensured Affirmative Action requirements & HR compliance through facilitation of trainings/metrics. Partnered with diversity, inclusion & talent acquisition, recruitment, HR compliance, org change/dev, employee relations on all DOL related matters and labor laws.
- Independently prepared 50+ Affirmative Action Plans company-wide and tracked auditing progress against established goals, while making recommendations for diversity recruiting strategies and workforce planning.
- Identified diversification problem areas in the workforce metrics & created innovative ways of achieving success.
- Co-planned all diversity and multicultural related events, programs and partnerships.

## **Demandeville Mortgage Company, Sayville, NY**

**2005**

### ***People and Diversity Talent Acquisition Manager (CONTRACT)***

***40 hrs p/wk Full Time***

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- Functioned as a talent acquisition recruiter/Human Resources generalist to source and onboard diverse and qualified talent from advertised sources, talent pools/searches and partnerships with various organizations and institutions.

## **United States Department of Labor- Office of Federal Contract Compliance Programs- (OFCCP)**

**Mountainside, NJ and New York, NY- District and Regional Offices** **2003-2005**  
**EEO Compliance Officer/Equal Opportunity Specialist** **40 hrs p/wk Full Time**

- Planned, scheduled and conducted compliance reviews & investigations in order to evaluate contractor implementation of Affirmative Action, EEO, DOL policies & other labor laws, rules and regulations. Analyzed workforce/ diversity statistics and recommended action plans to increase minority, veteran, disabled and female diversity representation when and where necessary in accordance with CFR part 60 Title 41, EO 11246 & Civil Rights Act of 1964. Worked with unions and community-based organizations for linkages and diversity partnerships for recruiting and compliance.
- Completed over 90+ Affirmative Action Plans of federal contractors at the Desk-Audit stage. Hand picked by the Northeast Regional Director as a member of a premier desk-audit analysis team that uncovered employment discrimination practices; Team received an award for its efforts. Reviewed AAP related complaints.

**New York City Department of Sanitation- Bureau of Human Resources** **2001-2003**  
**Assistant Supervisor of Human Resources Investigations Unit** **40 hrs p/wk Full Time**

- Functioned as a Human Resources Generalist/Employee Relations Investigator in the overall human resources process; conducted investigatory procedures and implemented policy for the entire DSNY. Managed I-9, Immigration and Visas compliance process and Veterans employment program. Created performance database.

**New York City Equal Employment Practices Commission** **1999-2001**  
**EEO Auditor** **40 hrs p/wk Full Time**

- Audited NYC mayoral agencies in HR Compliance, EEO practices, procedures and policies. Enforced & implemented EEO compliance, labor laws and HR policies with management diversity utilization and recruitment strategies. Made recommendations for diversity in agency recruiting efforts and hiring; Referred EEO related complaints out to U.S. EEOC, NYC Commission on Human Rights and other agencies; provided community outreach on EEPC updates. Managed quarterly Affirmative Action Plans.
- Coordinated a City Hall public hearing on "Diversity and the disabled population in municipal government".

**The Fashion Institute of Technology- State University of New York, NY, NY** **1999**  
**Higher Education Opportunity Assistant (Financial Aid Office)** **40 hrs p/wk Full Time**

- Managed student financial records caseloads; Adherence to Title V, IX, and XII. Assisted students in attaining HEO grants and funds.

**Metropolitan College (Formerly Audrey Cohen College), NY, NY** **1999-2000**  
**College Career Services Specialist/Coach** **(Part time)**

- Helped students with career planning, goal setting and class planning. Provided in-depth sessions for educational and occupational success.

## **Skills/Security**

Adobe, SAP/SPSS, WebCT, Microsoft Office Professional Suite, Photoshop, Final Draft, PeopleSoft, Berkshire Software; Peoplesoft; Workday



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Conversant Spanish Language Proficiency

United States Security Clearance- Confidential 2003-2005- Issued- US Department of Labor

United States Security Clearance- Spouse 2013-2017- Issued- United States Navy

Published Author and Ghost Writer- Lift Venture Capital- NY, NY

## **Professional Affiliations and Memberships (not exhaustive list)**

Screen Actors Guild/American Federation of Radio and Television Artists	2008
National Association of African Americans in Human Resources	2006
Cambridge Who's Who	2005
American Association for Affirmative Action	2004
Order of the Eastern Star	2001
Society of Human Resource Management	2000
Alpha Kappa Alpha Sorority, Inc.	1998
NAACP	1998
New York State Licensed Real Estate Sales Person	2011