

Profile of  
**Wanda A. Thompson**  
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## OVERVIEW OF QUALIFICATIONS

Twenty-three years in Human Resource Management. Possesses the ability to serve in several capacities and work on multiple projects in all aspects of Human Resources. Works independently or as a team member and manages time wisely to obtain successful end results. Excellent in motivational speaking, teaching situations, and human relations.

Extensive experience in Human Resource Management  
Responsible experience in program planning and implementation  
Communication and consultation with Executive Staff on management issues  
Current on laws pertinent to human resources, affirmative action, EEO, ADA, drug screening and related personnel practices  
Effectively counsels managers regarding hiring, recruiting, prescreening, interviewing, and training needs  
Knowledgeable in complaint procedures, corrective action/counseling, legal issues, staff assistance  
Compensation expert; job descriptions, evaluations and planning, market analysis, performance appraisal, salary administration and automated salary management systems

## EDUCATION

2003-04	Current study in MS, Chapman U.	Tacoma, WA
1984 (Fall)	University of Colorado	Boulder, Colorado
	Human Resources Certification	(See Appendix A)
1971 – 1976/80	The Evergreen State College, BA	Olympia, WA
1973 – 1974	Le Sorbonne – Exchange Student	Paris, France
	St. Leo and Bellarmine Preparatory	Tacoma, WA

## EMPLOYMENT

2002 – 2004 Rehabilitation Council of Washington State  
**Executive Director**

Assist in the development of the Rehabilitation Council (RC) budget and advise the Chair on the effective use of RC resources. Assist the RC in planning and implementing policies and procedures to achieve the Council's responsibilities in accordance with its statutory authority. Serve as liaison between the RC and external organizations to coordinate the Rehabilitation Council's efforts, with organizations involved in providing service to and advocacy for disabled persons in Washington State. Responsible for the timely preparation and submission of statutory reports and response to official inquiries.

Responsible for overall management and operations of the RC office, and coordination of support functions; and logistical arrangements for RC activities. Ensure compliance with local, state and federal employment, human rights, and public access regulations in the administration of RC business.

2001 – 2002 Washington State Department of Corrections  
**Diversity Enhancement Consultant**

Development of a diversity curriculum consistent with existing diversity training modules. Responsible for researching, revising, and developing “best practice” diversity awareness training for all staff in conjunction with the Department’s performance system. Built upon instructional curriculum such as “Talking Circles,” in-service, block training and other training tracks that promote relationships in the workplace in accordance with the Department’s correctional culture and professional development while working closely with CORE/COACH accredited programs.

1994 – 2001 Washington State Department of Corrections  
**Diversity Programs Administrator**

Administer a comprehensive Diversity Program for the Department of Corrections (6,000+ employees). Develop, implement, and monitor overall program coordination and policy administration. Supervise four subordinate professional affirmative action staff within a four region area. Serve on Executive Team and advise executive management.

1993 – 1994 Fashion Fair Cosmetics, Chicago, IL  
**Account Executive**

Manage and administer the Northwest sales territory that included Washington, Alaska, Idaho, and Oregon for a major cosmetic company in domestic/military accounts. Oversee all staff relations, recruitment, training, sales plans, and new business development. Create market, advertising, and public relations strategies, and ensure their implementation.