

**Lisa Pope**  
**47-38 44<sup>th</sup> St.**  
**Woodside, NY 11377**  
**Email: lisapopej@gmail.com**

**Phone: 347-967-9193**

**Summary:** Versatile candidate with extensive Human Resources experience, including startups and nonprofits, strong written and oral communication skills, analytic problem-solving ability, and a broad skill set seeks new opportunity.

### **Professional Experience**

**7/22 – 5/24. Jones Jones LLC, New York. Position: Head of People and Culture.**

Jones Jones is a NY/NJ based, family-owned law firm specializing in representing businesses in workers comp. Full ownership of the HR department with accomplishments that include but are not limited to:

- Member of the leadership team, reporting to the Executive Partner, created new organizational structure, budgets and company growth plan.
- Responsible for all recruiting, on-boarding and terminations. Compensation and benefits packages for all positions.
- Created and conducted supervisor and manager training program to equip leadership at all levels to better build and guide teams, prevent and address common problems, improve teamwork and communications, and take advantage of the policies designed to support them in their work.
- Oversaw and/or executed benefits administration, payroll, leaves, time off policy administration. Trained all staff as needed in HRIS and ATS systems.
- Acted as a visible resource, guide and mentor to all staff, promoting engagement, career growth, team development, and troubleshooting concerns and issues.
- Conducted ongoing compensation, bonus and rewards analysis to best attract, retain and reward our people. Focusing on entire employment lifecycle, created and executed processes for employee evaluations, training, career development and promotion.
- Assured compliance with all applicable labor law, revised and updated the employee handbook and various of training and information materials to be more useful, clear and comprehensible and to better reflect current labor laws, updated policies, commitment to an inclusive and diverse workforce.
- Addressed and resolved all conflict, performance and behavior issues, assuring compliance with policy.

**10/13 – 7/ 2022. Grace Cuisine. New York. Position: Human Resources Director**

Grace Cuisine was a start-up that provided professional contracted food service and management consulting to nonprofits. Joining at the launch of the company, created and ran HR department including but not limited to:

- Full ownership of Human Resources Department from the start of the company. Created, recruited, trained and supervised all HR positions.
- Responsible for all recruiting, on-boarding and terminations. Compensation and benefits packages for all positions.
- Partnered with founders in creating strategic plans, budgets and organizational structure. Maintained clear communication with the owners and directors, reporting regularly on all progress.
- Acted as coach and mentor to all executives, senior managers and supervisors.
- Created and maintaining all policy and procedures and published all Human Resources material including employee handbook of policy and procedures and all job descriptions.
- Responsible for all employee relations, engagement, career development and retention, evaluations and training programs. Partnered with and coached all company directors and managers regarding HR and staff relations.
- Oversight of benefits and payroll. Handled any government agency interactions as needed, such as labor department, human rights board, EEOC.
- Assured compliance with HR best practices and all applicable local, state and federal labor law. Worked with outside counsel on risk mitigation.

- Assured an ethical and inclusive workplace free from all discrimination, in compliance with EEOC
- Vetted and selected all needed software, HRIS, consultants, brokers and service providers. Trained staff as needed on HRIS and ATS platforms.

**3/2004 to 10/2013: America Press, Inc. New York. Position: Chief Operating Officer/Human Resources Director.** America Press was a nonprofit weekly magazine.

- Human Resources: Updated and maintained published policies, determined and oversaw administration of all benefits, updated and renewed benefits plans with broker annually. Set up and oversaw payroll. Handled all HR issues including on-boarding new staff and all terminations and assisted and oversaw other supervisors regarding any conflict resolution, disciplinary situations, performance evaluation of supervised staff, oversaw all recruitment efforts in all departments, created all job descriptions, determined salary rates for new positions and negotiated compensation packages for all positions. Responsible for staying current in knowledge of federal, state, and local labor law and assuring all management of the company and all managerial or professional staff abide these laws in their day-to-day work and interactions.
- Member of Leadership Team: Participated in board meetings and strategic planning meetings, and any assigned work groups, identified issues requiring management analysis and made recommendations or acted as appropriate, carried out any needed actions or research for board decisions.
- Finance and Accounting: Acted as controller assuring GAAP are followed, created and monitored budget for all departments, directed, supervised and/or executed all accounting and finance work.
- Marketing and Promotion: Created annual strategy and budget for marketing efforts to promote circulation sales and customer retention (renewals). Created and executed 3 annual marketing and promotion campaigns including all elements of direct mail.

**6/2003 –3/2004 Granary Associates, New York, NY. Position: Contracts Manager/HR Liaison.**

Granary was a construction project management consulting firm. Work included but was not limited to:

- Finance and Project Accounting: Developed auditing process resulting in recovery of over a million dollars of unpaid receivables. Took over cash flow reporting of all projects.
- Human Resources: Promoted to HR Liaison within one month.
- Major Accomplishment: Received the prestigious Quality Service Star award.

### **Professional Volunteer Experience**

**2/2024 – present. 180 Turning Point Inc. Position: HR Director. (Part-time)**

180 Turning Point is a start-up nonprofit organization that offers educational programs and pathways to success to at-risk and underprivileged youth. Position started as a paid position, but I decided in May 2024 to donate my services to support the mission.

- Member of the leadership team, reporting to the Executive Director this part-time position involves building the Human Resources infrastructure, such as policy creation and compliance, setting up any needed services such as payroll and benefits, assisting leadership in recruiting and organizational design, and advising leadership on all HR related matters.

### **Education**

State University of New York at Albany. BA in English, minor in computer science.

### **Skills and Proficiencies**

Experience with a variety of HRIS, payroll and ATS systems, including but not limited to Bamboo HR, Workday, Paylocity, ADP, Greenhouse, Paycor, Rippling, Gusto.

Other software includes but not limited to: QuickBooks, MS Office Suite, Google Workspace, Salesforce, Filemaker and adept at many popular social media platforms.