

TERESA DIAZ ELLENBURG

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SUMMARY

Experienced Human Resources/Legal Executive and dynamic leader in employee relations and employment law with an exceptional track record of providing proactive recommendations and creative solutions to complex employment issues. Proven abilities in communication, critical thinking, investigations, building effective relationships, team building, change management, project planning and implementation, and achieving results. Demonstrated leadership, strong service orientation, and cultural/workplace inclusion competence. Influential, compassionate, decisive and highly accomplished executive.

EXPERIENCE

DIAZ ELLENBURG CONSULTING

Annapolis, MD

February 2023 – Present

- Assist businesses with independent HR investigations, HR Compliance guidance, ADA accommodations, HR policies and employee handbooks, conducting mediations and navigating general Employee Relations matters

SODEXO, INC.

Gaithersburg, MD

*Vice President Employee Relations and Corporate Policy
2015 – January 2023*

- Led team of 55 employee relations and contact center professionals who supported managers through a wide variety of complex employment issues and investigations for Sodexo USA, with 120,000 employees. Sodexo is the 18th largest employer in the world and the leader in delivering integrated facilities management, food service operations and recognition programs in 80 countries, with \$9.8 billion in annual revenues in the US and Canada.
- Designed centralized Employee Relations department and led team through enterprise-level restructure of the human resources function.
- Personally conducted executive-level sensitive investigations and advised on high level employee relations matters.
- Member of the North America Human Resources Leadership Team and Ethics and Compliance Committee.
- Co-chair of Sodexo's Company Policy Governance Committee and responsible executive for Sodexo's Employee Handbook. Responsible for drafting and coordinating updates to all Human Resources Company Policies.
- Chair of Sodexo's Employee Disaster Relief Fund.

*Vice President Human Resources, Corporate Staff and Office of Employment Rights,
2003-2014*

- Led team of 20 individuals in three functions: Office of Employment Rights (internal department responsible for investigating complaints of discrimination, harassment and retaliation), Human Resources generalists supporting Corporate Staff functions,

- and Facilities team responsible for building support for headquarters location.
- Established entirely new department in corporation, reporting to Chief Human Resources Officer, including creating and implementing policies and procedures for new department.
- Recommended and implemented enterprise-wide policy changes based on analysis of applicable trends.

Assistant General Counsel, 2002 – 2003

Senior Attorney, 1998-2001

- Established and managed EEO claims group and supervised staff of five.
- Represented large national corporation in all types of labor and employment matters, both personally and through active supervision of outside counsel.
- Represented corporation in proceedings before National Labor Relations Board and in arbitrations.
- Advised and trained corporate management on all employment matters, including policy development and administration, training development, terminations and discipline, FMLA, and other matters.

MARRIOTT INTERNATIONAL, INC.

Bethesda, MD

Attorney, 1995 - 1998

- Represented large multinational corporation in all types of labor and employment matters relating to over 200,000 employees, both personally and through active supervision of outside counsel.

SHAW PITTMAN

Washington D.C.

Associate, 1991-1995

- Litigated cases in federal and state courts
- Advised clients on a variety of employment law matters.

THE HONORABLE ALBERT V. BRYAN, JR.

Alexandria, VA

(formerly Chief Judge, United States District Court for the Eastern District of Virginia)

Judicial Clerk, 1990-1991

EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW

Charlottesville, VA

Juris Doctor

UNIVERSITY OF VIRGINIA

Charlottesville, VA

Bachelor of Arts, Double major in Psychology and Drama.

BAR MEMBERSHIP District of Columbia, Colorado

CERTIFICATIONS SPHR, SHRM-SCP