

Gayla Thomas-Dabney, MBA

February 1, 2017

Dear Sir/Ma'am:

Please consider my qualifications for the Director, of Office Affirmative Action and Equal Opportunity (AA/EO) with the University of Oregon. My resume indicates that I am currently a doctoral student "All But Dissertation," (ABD), at Gonzaga University, I have a Master's degree in Business Administration and a Bachelor's degree in Workforce Education, Training and Development. Over 20 years of military leadership, executive management, Equal Opportunity, Title VI of the Civil Rights Act of 1964, Executive Order 11246/Affirmative Action, ADA, Title IX of the Education Amendments of 1972, Vietnam Era Veterans' Readjustment Assistance Act, and other nondiscrimination statutes and regulations, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the U.S. Navy, General/City Government experience and Department of Defense. Over 8 years in Higher Education as well as leadership experience.

Throughout my career I have provided a variety of strong technical functions within the organizations I have served. I have a strong business acumen, exceptional planning and program management skills, proven training/mentoring/mediations/coaching skills and enjoy working in a fast paced, dynamic environment. During my military career, I have supervised greater than 300 personnel throughout my career, and throughout my civilian career have supervised staffs greater than 5 personnel. I have vast experience in making compliance determinations (independently, and collaboratively with the Attorney General), conducting complaint investigations, and writing investigative reports relating to discrimination, Sexual Misconduct, in accordance with Federal, State law, and University policy and guidelines.

I have facilitated training and education in areas of executive leadership, EO/AA/ADA/Title IX/VAWA/Clery Act, Title IX responsible employee, conflict resolution, mediation and diversity for University faculty, staff and students. Responsible for managing budgets for my unit.

I have excellent oral, written, presentation and interpersonal communication skills, and often provide Equal Opportunity, Affirmative Action and Diversity reports to Board of Trustees, as well as my colleagues that serve on the President's Executive Committee, and Cabinet meetings. I have demonstrated throughout my career excellent leadership and supervisory skills. I possess strong computer skills to facilitate preparation of qualitative and quantitative reports, and investigative reports. Proficient in using the

Microsoft Office Suite (Word, Excel, Access, and Outlook), Banner, Peoplefluent (AAPlanner) programs.

I offer and demonstrate a high degree of interest, ability and experience promoting diversity and cultural competency.

As Chair of the President's Committee on Diversity, I was recently awarded an Equity and Diversity award by the President and committee members for outstanding work throughout the campus in implementing an annual "Diversity Week Festival," which is currently in the 3rd year of operation. This event unites faculty, staff and students through diversity lessons and diversity information booths, and various cultural foods. Developed a framework for Diversity and served on Taskforces and Committees related to diversity and inclusion.

As the Director, Equal Employment Opportunity/Affirmative Action, my goal is to build trusting and lasting relationships with my staff, the internal and external community at the University of Oregon and the City of Oregon. My leadership ability allows me to supervise, motivate, develop, train, and provide correction (as needed) to staff in accomplishing departmental and personal goals.

I am excited to have another opportunity to apply for the Director, Equal Opportunity and Affirmative Action at the University of Oregon. I am extremely confident and well versed in the areas of Equal Opportunity, Affirmative Action, ADA, and Deputy Title IX Coordinator. As indicated in my resume, I believe that I am definitely qualified to fulfill the duties and responsibilities for this position, and the duties of managing staff within the office. I have always maintained a great rapport with the Human Resources departments with each of my previous employers.

I look forward to hearing from you in the near future and would certainly like to interview for this position.

Thank you for your time and consideration.

Respectfully,

Gayla D. Thomas-Dabney