

Elvira N. Berry, Esquire

Certified Human Resources Professional

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PROFILE

A solution focused attorney with extensive experience in human resources administration, employment law, immigration law, and regulatory compliance.

Core Competencies:

- Policy Development and Guidance
- EEO Investigations (DOL and EEOC)
- Human Resources Administration
- Training and Development
- Labor Relations and Grievances (Union and Non-Union employees)

EDUCATION

Widener University School of Law, Wilmington, Delaware

Juris Doctor, *Pro Bono Distinction*, May 2009

Achievement Awards: 2007, 2008, 2009

University of Maryland, University College, Adelphia, Maryland

Bachelor of Science, *Psychology and English*, December 2005

PROFESSIONAL EXPERIENCE

Law Office of Elvira N. Berry, Philadelphia, Pennsylvania

Attorney and HR Consultant, January 2010 to Present

Represent clients in the areas of employment law, immigration law, and human resources administration.

- Monitor federal, state and local legislative and regulatory developments, and analyze effect of proposed laws on clients' operations.
- Develop, implement and update policies and due diligence tools as a part of risk management.
- Provide guidance for employee relations matters such as employee discipline, performance management, payroll administration, benefits management, and succession planning.
- Manage administration of family and medical leave claims, unemployment claims, and workers' compensation claims.
- Develop and conduct training for managerial and non-managerial personnel on topics such as employment discrimination, family and medical leave, and disability accommodations.
- Assist clients with resolving internal and external employment discrimination complaints, and complying with required regulatory filings such as EEO-1 report and OSHA accident reports.
- Assist clients with business and family immigration matters, including deportation defense.

Baltimore City Department of Human Resources, Baltimore, Maryland

Policy and Compliance Manager, July 2013 to June 2014

Developed and implemented policies and procedures to ensure compliance with applicable labor laws, employment laws, and human resources rules and regulation.

- Assisted agencies with policy interpretation, performance management, disciplinary actions, and administration of disabilities, equal employment, and family and medical leave matters.
- Designed internal auditing measures to ensure agencies' compliance with federal, state, and local laws, rules, regulations, and ten (10) labor agreements.
- Conducted EEO investigations, and provided responses (position statements, request for information, and fact finding conferences) to applicable external administrative agencies.
- Administered Civil Service Commission hearings, and assisted with selection and contract renewal process for Civil Service hearing officers.
- Developed and conducted employment discrimination training for managerial staff.

Delaware Department of Labor, Office of Anti-Discrimination, Wilmington, Delaware
Labor Law Enforcement Officer II, March 2011 to July 2013

Resolved federal and state employment discrimination claims through investigations, mediation, conciliations and administering quasi-judiciary hearings.

- Drafted employment discrimination complaints brought under federal and state EEO laws.
- Conducted investigations using various discovery tools such as depositions, requests for information, fact finding conferences, site visits, etc.
- Drafted preliminary determination letters to parties and final determination internal reports for adoption by the EEOC.

Acacia Life Insurance Company, Bethesda, Maryland

Summer Intern, Summer 2007; **Legal Assistant**, October 2003 to August 2006

Assisted with compliance and due diligence efforts related to investments, mutual funds, asset management, retirement plans, annuities, and group life, health and disability insurance.

- Performed routine compliance and due diligence analysis as part of risk management.
- Drafted responses to regulatory audits, sweeps, and examinations, and prepared annual and quarterly reports to the Office of Thrift Supervision.

NON-PROFIT EXPERIENCE

Nationalities Services Center, Philadelphia, Pennsylvania

Summer Law Clerk, Summer 2008

Assisted with procuring legal immigration status for Philadelphia area immigrants.

- Prepared cases for filing with the U.S. Citizens and Immigration Services, Immigration and Customs Enforcement, and U.S. Department of State.

Delaware Volunteer Legal Services, Wilmington, Delaware

Intake Intern, September 2007 to May 2009

Assisted with providing services to indigent citizens seeking relief in family law courts.

- Conducted legal research and intakes for divorce, child custody and domestic violence cases.

JUDICIAL APPOINTMENT

Superior Court of New Jersey, Civil Division, Atlantic City, New Jersey

Judicial Law Clerk to The Honorable Judge Joseph E. Kane, September 2009 to August 2010

Provided oral and written recommendations to the Judge for resolution of on-going civil cases.

- Conducted legal research on various civil law topics raised during motion practice.
- Drafted opinions, orders, bench memoranda, jury instructions and jury verdict sheets.

Delaware County Court of Common Pleas, Media, Pennsylvania

Judicial Extern to The Honorable Judge Barry C. Dozor, August 2008 to May 2009

Provided oral and written recommendations to the Judge for resolution of felony cases.

- Conducted legal research on various criminal law topics raised during suppression hearings.
- Drafted orders, opinions, bench memoranda, jury instructions, and jury verdict forms.

MEMBERSHIP AND LEADERSHIP

- Professional Member, Society of Human Resource Management, 2014 to present
- Pupil, Sidney Reitman Employment Law American Inn of Court, 2012 to 2013
- Chair, Brandywine School District Parent Advisory Council, Title I/ESL, 2011 to 2012
- Executive Board Member, Chester High School Youth Court, 2008 to 2011