



**Curriculum Vita
June 2025**

Instructor: **Danielle Davis, Adjunct Professor**

Academic Department: College of Innovation and Design

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East Texas A&M University Addresses:

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EDUCATION

Master of Education, Organization, and Leadership (EOL)

University of Illinois at Urbana-Champaign, Urbana-Champaign, IL, 2011

Bachelor of Accountancy

University of Illinois at Urbana-Champaign, Urbana-Champaign, IL 2006

TEACHING EXPERIENCE

1/2019, Adjunct Professor, Boston University

8/2011-1/2014, Adjunct Professor, East Texas A&M University

PROFESSIONAL EXPERIENCE

Director of People & Resources

Dream.org

January 2023 – Present

- Lead payroll, benefits administration, and recruiting efforts, improving efficiency and reducing operational costs by over \$25,000 through vendor transitions and benefits restructuring

- Develop and execute HR strategies supporting a workforce across 19 states, ensuring compliance with employment laws and industry regulations
- Spearhead a compensation equity process, ensuring fair and competitive pay structures that increased transparency and employee trust
- Conduct organization-wide training and development programs, fostering professional growth and leadership readiness among employees
- Partner with the Chief People Officer to design and implement comprehensive policies and procedures, enhancing HR operational effectiveness
- Manage complex employee relations cases, including investigations, layoffs, and terminations, while implementing proactive engagement strategies to support retention
- Lead cross-functional initiatives to align talent acquisition strategies with business goals and improve onboarding processes

Manager of Recruiting

Dream.org

December 2022 – January 2023

- Responsible for the full life cycle recruiting process from creating requisitions, posting, profile jobs, sourcing/recruiting candidates, reviewing resumes, facilitating interviews, consulting with hiring leaders on hiring and salary decisions, coordinating reference/background checks, extending job offers, and assist with the onboarding process
- Compiled and communicated recruiting data and metrics and ensuring compliance with hiring policies, practices, and company values
- Responsible for recruitment of Green Energy, Finance, HR, and Operations including executive positions
- Managed reporting of recruiting metrics, and assisted managers with ensuring roles were within budget
- Ensured the selection process is in compliance with company policies, state/federal laws and regulations, and divisional employment strategy
- Sourced from a variety of channels including cold calling, internet searches, and networking to develop a pipeline of qualified diverse candidates
- Worked as a liaison between candidates, hiring managers, and HR partners throughout the full-cycle recruiting process
- Created a new hiring process and trained the entire company, within the first 3 months
- Managed high volume search workload via direct sourcing, employee referrals, and search partner relationships, as well as ongoing pipelining
- Leveraged LinkedIn, other social media sites, and personal networks to target, attract, and develop passive candidates
- Established and maintain meaningful relationships across management and key cross-functional stakeholders internally

Previous Experience

Executive Leadership Roles – Enrollment Management & Leadership Development

East Texas A&M University

July 2010 – December 2022

- Supervised and coached a team of 11 full-time staff, developing recruitment strategies, orientation programs, and customer service initiatives to enhance student and staff engagement

- Collaborated with university leadership to implement long-range strategic plans, contributing to student retention and net tuition revenue goals
- Designed and facilitated professional development programs for staff, focusing on leadership, team building, and diversity awareness
- Developed and managed budgets exceeding \$550,000, scaling departmental resources to meet organizational needs
- Led the recruitment, training, and assessment of staff and student leaders, building strong, diverse teams across departments
- Conducted program assessments and implemented improvements based on feedback to achieve measurable outcomes in engagement and retention
- Coordinated and oversaw leadership retreats and workshops, focusing on personal development, financial literacy, and strategic planning
- Represented the university at recruiting and engagement events, emphasizing inclusivity and diversity in student enrollment