



**Curriculum Vita
August 2025**

Instructor: Amy Baldwin, Adjunct Instructor
Academic Department: College of Innovation and Design
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College of Innovation and Design Office Phone: 214.954.3615 & 903.886.5878

EDUCATION

Master of Art (i.e. Doctor of Philosophy)
Ashford University, 2012

Bachelor of Education
University of Alaska-Fairbanks, 1993

TEACHING EXPERIENCE

2024 – 2025, Adjunct Instructor, College of Innovation & Design/East Texas A & M University

PROFESSIONAL EXPERIENCE

UNC HEALTH SOUTHEASTERN, LUMBERTON, NC

(1/23 – PRESENT)

Director, Human Resources

UNC Health Southeastern is an acute hospital with 452 licensed beds, 2,000 teammates and 500 contractors in Southeastern North Carolina, including off-site programs/facilities: ASC, cancer center, clinics, fitness centers, rehab centers, residency and fellowship programs, etc. Ensures alignment of departments with hospital's mission, vision, values and strategic objectives. Develops and implements policies and procedures, ensuring compliance with law, regulation and hospital certifying organization (DNV). Partners with and is the trusted advisor to leaders, including the C-Suite. Oversees hospital-wide performance management program. Leads talent acquisition efforts; promotes the increase in exposure to surrounding universities and community colleges. Manages and oversees employee relations, mediates conflicts, conducts investigations and ensures fair and consistent application of policies. Directs compensation and benefits programs. Oversees training and development initiatives and activities for hospital teammates. Employee Services departmental oversight includes Human Resources, Employee Health, Department of Learning and Onsite Health and Wellness Clinic. Oversight of departmental compliance plus additional programs including, but not limited to, the Drug Free Workplace Program, Worker's Compensation, Unemployment, licenses and certifications, FMLA, benefits administration, legal and other compliance. Reporting at quarterly Strategy and Development Board meetings. Assist in project management with a team on the design, development and start-up of the hospital's first Onsite Health & Wellness Clinic. HRIS: Lawson

EAST TEXAS A & M UNIVERSITY, COMMERCE, TX

(7/24 – PRESENT)

Course Developer & Adjunct Instructor

Developed two baccalaureate courses from the College of Innovation & Design: HRCB 311 Compensation & Benefits and HRCB 410 Ethics and Legal Issues in Human Resource Development. Adjunct Instructor for the College of Innovation & Design, various HR courses.

AMM HEALTHCARE, CARY, NC

(9/21 – 1/23)

Director, Human Resources

Atlantic Medical Management is an MSO start-up. Facilitated, planned and executed Mergers and Acquisition integrations using project management. Collaborated with other Directors and C-Suite on projects and activities. Oversaw and backed up as

necessary, recruiting, onboarding, orientation, employee relations, benefits administration, compensation and payroll. HRIS configuration (UKG).

- **Standardized and streamlined HR practices and procedures.**
- **Collaborated with leadership team to prioritize and build organizational capacity.**
- **Optimized operational system implementation by partnering with companywide directors.**
- **Developed policies and procedures to align with corporate values and ensure successful equity.**

HOLLY HILL HOSPITAL, RALEIGH, NC

(3/19 – 9/21)

Director, Human Resources

Holly Hill Hospital, part of Universal Health Services 400+ global hospital system, a Fortune 500 company, that provides behavioral health services. Directed and performed all human resource functions, oversaw HR department and staff that provided support to 700+ employees. Collaborated with other members of the Leadership Team and C-Suite to ensure that goals were attained, company policy adherence, and that employee investigations were timely and thorough. Spearheaded prompt resolution of workforce and management issues and improvement activities, including guidance and consultation. Oversaw onboarding process and regulatory compliance (including The Joint Commission and state surveys); served as facility Compliance Officer. Facilitated results-generating mentoring, coaching, counseling, disciplinary action and termination. Consulted and collaborated with corporate HR office. Project management oversight including implementation of new I-9 system, annual employee competency and training program, common evaluations and conversion to a new ATS. Monthly and quarterly reporting on various metrics. HRIS: Lawson

INTERIOR COMMUNITY HEALTH CENTER, FAIRBANKS, AK

(6/02 – 6/18)

Human Resources Officer/Deputy Executive Director

Interior Community Health Center is a Federally Qualified Health Center providing medical, dental, behavioral health, and care coordination services on an outpatient basis. Coordinated and oversaw onboarding, benefits administration, compensation management, training / development, succession planning, payroll, and regulatory compliance. Executed company objectives to adhere to organizational strategy, including promoting integral project planning and management. Delivered resourceful performance management assistance to leadership team, including facilitating results-generating mentoring, coaching, counseling, disciplinary action, terminations, and employee exit interviewing. Concurrently functioned as Human Resource Generalist and part of the leadership team. Built and sustained relationships with vendors; oversaw departmental contracts. Successfully transformed Human Resources into a responsive, forward-thinking organizational entity. Attended and reported at monthly board meetings. Developed a new recruiting and talent management program. Served as Deputy Executive Director in absence of the Executive Director. HIRS: Sage/Abila, Bamboo HR