



**Curriculum Vita
August 2025**

Instructor: Melissa Thompson, Adjunct Instructor

Academic Department: College of Innovation and Design
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EDUCATION

M.S Organizational Development
Abilene Christian University, 2016

B.S. Interdisciplinary Studies
University of Houston-Downtown, 2004

PROFESSIONAL EXPERIENCE

SR. HR PROJECT MANAGER, (HR PMO Office) | Aug 2024 – Present
Caliber Collision, Lewisville, Texas

The Senior Project Manager is responsible for coordinating and managing multiple HR projects from planning through execution, ensuring alignment with strategic objectives and timely delivery of key outcomes. This role partners with HR leaders and cross-functional project teams to develop and manage project plans, timelines, and communication strategies while driving impactful, data-informed decisions.

Sr. HR Project Manager

- Built and maintains strong, cross-functional relationships across all levels of the HR department and broader organization
- Consistently manages 4-6 HR projects, leading project meetings, tracking milestones, and delivering executive-level updates
- Monitors and tracks OKRs to assess progress against strategic goals and identify areas for improvement
- Develops and manages detailed project plans, including scope, timelines, outcomes, communication strategies, and deliverables
- Serves as a change management lead, guiding employees and leadership through large-scale, transformational initiatives

Chief of Staff responsibilities

- Contributes to scenario planning exercises to evaluate strategic options and strengthen organizational preparedness
- Initiates market research to assess internal and external factors influencing HR investments and initiatives
- Performs business modeling, financial forecasting, and budgeting processes to ensure resource optimization and alignment with strategic goals
- Assists in identifying and assessing risks related to strategic initiatives and proposes mitigation strategies
- Actively contributes to strategic programs and initiatives, ensuring effective resource use and execution excellence

PORTFOLIO MANAGER, (HR PMO Office) | July 2023 – July 2024
Paylocity, Remote from Prosper, Texas

The program manager focuses on a portfolio of internal projects, typically from initiation through delivery, by coordinating with stakeholders and cross-functional team members through meetings and progress measurement activity.

- Delivered program strategies and HR initiatives to drive program completion
- Champions optimization of user experience leveraging process, people and technology
- Leveraged expert influencing skills with key partners to ensure completion of objectives, without direct management responsibility
- Implements new operational tools and enhancements to existing tools to enable operational effectiveness

MANAGER, ORGANIZATIONAL DESIGN | Jul 2022 – Jul 2023
Paylocity, Remote from Prosper, Texas

Drives the design and implementation of talent programs at Paylocity while adhering to the culture, values, competencies and grit of Paylocity's continued success.

- Assists in building plans to integrate Paylocity culture, values, competencies, and organizational development frameworks into talent practices (e.g., talent planning, succession planning)
- Designs and/or implements talent strategy tools, methodologies, and principles (e.g., skills assessments, organizational diagnostics, successor talent assessments)
- Facilitates organizational design discussions, and job architecture realignment

PROJECT MANAGER/HR CONSULTANT | Dec 2021 – July 2022
Toyota Motor USA, Plano, Texas

(On assignment) Covid Team - The primary responsibility of this role is to develop skills and assist in leading the Covid team to ensure compliance, administration, and implementation Covid Activities for Toyota North America (40,000 team members).

- Operations Management
 - Interact with ITX team for dashboard maintenance and sustainment
 - Prepare executive summaries, strategic presentations, and reports for Toyota Motor North America (TMNA)

- Project Management
 - Project lead for covid operational activities, new implementations, updates to current systems and protocol
 - Team Lead: Shield T3 Activities, Daily Antigen, Incentive Pay, system discrepancies and regional protocol matrix updates

STRATEGIC PLANNING ANALYST/SCRUM MASTER | Jan 2017 – Dec 2021

Toyota Motor USA, Plano, Texas

HR Analyst/Scrum Master

- Partners with HR business partners to understand workforce requirements, authorized headcount and the management of contingent workforce; secondarily provides recommendations for optimum headcount staffing levels
- Consulted on job architecture, job family, job structure and position management for 40,000+ positions in Workday
- Primary consult on various headcount initiatives including 5-year headcount planning and appropriate levels of headcount per division, etc.

HR ADVISOR | Feb 2016 - Jan 2017

Exxon Mobil (Acquired by PBF Energy), Torrance, California

- Prepared, conducts and evaluates salary surveys for the purposes of determining new hire and current employee compensation; recommends appropriate changes
- Monitored compliance with, and changes in, applicable laws and regulations affecting compensation
- Responsible for full cycle recruiting, applicant screening, and close of the requisition; EEO tracking; and on-boarding