

Application Form

Profile

Nicola _____ Lopez _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address
 Antioch CA 94531
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

Caring Haven _____ Founder _____
 Employer Job Title

Length of Employment

1

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 3

How long have you lived or worked in Contra Costa County?

12 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Strayer

Degree Type / Course of Study / Major

MBA

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Kaplan

Degree Type / Course of Study / Major

Bsc Business

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Diversity Practitioner

Certificate Awarded for Training?

Yes No

Other Training B

Life Coach

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I am interested in serving on the EEOC board with the county because I am passionate about promoting diversity, equity, and inclusion in the workplace. I believe in the mission of the EEOC to enforce federal laws that prohibit workplace discrimination, and I want to contribute my skills and experiences to ensure fair treatment and opportunities for all individuals, regardless of race, gender, religion, or any other protected characteristic. Additionally, I am dedicated to fostering a positive work environment where everyone feels valued and respected, and I see this position as an opportunity to make a meaningful impact in advancing these goals within the community.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

As a certified diversity practitioner, I have undergone specialized training and obtained certification in diversity and inclusion strategies. My expertise in this field includes understanding the nuances of diversity issues, implementing inclusive policies and practices, conducting diversity training, and fostering an inclusive organizational culture. In my roles within corporate America, I have actively championed diversity and inclusion initiatives. As a DEI and ERG Program Manager, I led diversity task forces and developed comprehensive diversity and inclusion plans tailored to the needs of the organization. I collaborated with HR departments to implement recruitment and retention strategies that promoted diversity and equal opportunity. Additionally, I facilitated workshops and training sessions on topics such as unconscious bias, cultural competence, and inclusive leadership to enhance awareness and foster a more inclusive workplace environment. Furthermore, I have served on various committees and boards focused on diversity and inclusion, where I have contributed my expertise to drive positive change and advocate for underrepresented groups. My combination of formal education, practical experience, and a demonstrated commitment to diversity and inclusion make me well-equipped to serve effectively on the EEOC board with the county.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

**Do you have a familial or financial relationship with a member of the Board of Supervisors?
(Please refer to the relationships listed under the "Important Information" section below or
Resolution No. 2021/234)**

Yes No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the County such as grants, contracts, or other
economic relationships?**

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

**I CERTIFY that the statements made by me in this application are true, complete, and correct
to the best of my knowledge and belief, and are made in good faith. I acknowledge and
undersand that all information in this application is publicly accessible. I understand that
misstatements and/or omissions of material fact may cause forfeiture of my rights to serve
on a board, committee, or commission in Contra Costa County.**

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

NICOLA K. LOPEZ

Antioch CA, 94531 nicolaklopez@icloud.com 912.441.9441 www.linkedin.com/in/nicolalopezmba

SENIOR PROGRAM MANAGER | DEIB/ERG/BRG TRAINER AND ADVISOR

Results-oriented **DEI and Talent Development Program Manager** with a track record of performance in turnaround and high-paced organizations, with proven experience spearheading new business transformations, streamlining talent acquisition, establishing ERGs, and strategically reducing attrition. Experienced in overseeing diversity equity inclusion and belonging practices, including the management of executive training, policies, practices, and procedures of employee resource groups, and the execution of events and community engagement.

CORE COMPETENCIES

- **Diversity, Equity, Inclusion, and Belonging** – Lead development and implementation of inclusive talent practices, including research design to ensure equitable outcomes for diverse candidates internally and externally. Serves on internal policy review, roadmaps, governance, and strategies to influence the DEI Leadership Council. Amplifies community awareness by aligning strategic partners and untapped markets while creating new diversity partnerships. Partner with stakeholders to identify industry knowledge/gaps for improvement.
- **Training and Development** - Plan and implement an **inclusive** effective training curriculum, supervise training budgets, and prepare hard copy training materials such as module summaries, videos, and presentations. Provides online and conference call training sessions for offsite employees and recommends management strategies to administration that are targeted for specific departments to increase efficiency and effectiveness and generate increased revenues. Created and maintained multiple complex and concurrent program plans for employees. Develop and deliver training solutions that meet business needs and optimize existing training processes for efficiency, including working with vendors, and internal and external clients, to develop and deliver training.
- **System Utilization and Technology skills** – Proficient in the use of Microsoft Office Suite, Adobe, Slack, Asana, Rise, Jira, Camtasia, Zoom, Google Suite, Salesforce (Ncino), Tableau, Monday.com, and Basecamp.
- **Dynamic Communicator and Stellar Negotiator** - Effectively communicate with stakeholders and employees to ensure smooth Business Operations, focusing on Learning and Development, Employee Engagement, and fostering a Healthy and Robust **Hybrid/Remote** force.
- **Project Management** – Analyze data for SOPs & Policy Legislation in DEIB, and Talent Succession Planning from ideation to execution.

ADVISORY/FOUNDER ROLES

Caring Haven LLC, Founder and CEO	July 2023	- Present
Antioch Chamber of Commerce, Ambassador	Oct. 2023	- Present
Futures-Explored Inc., Board Member	Jan. 2024	- Present

PROFESSIONAL WORK HISTORY

Federal Reserve Bank – 12th District

▣ **Sr. Program Manager, Talent Development** November 2022 – Present

- Lead communication plans and change management efforts with recession planning.
- Establish and create a roadmap and strategy credit risk management team and examiners.
- Engage and collaborate with key Stakeholders around governance, business strategies, and internal mobility.
- Authors and organizes training systems procedural manuals and supporting documentation for training programs and systems per System, Bank, and departmental requirements.

Blue Shield of California

▣ **Program Manager, Engagement & Inclusion** August 2022 – November 2022

- Led and scaled 7 Employee Resource Groups (ERG)s Programs to best support a multi-pronged DEI strategy.
- Established and created a roadmap and strategy for a new ERG, called Generations, to include all workforce.
- Coached 14 ERG Co-Chairs to develop them as leaders, and advisors to the DEI Council and Business Leaders.
- Created and provided subject matter expertise on DEI communications related to the ERG's strategies to 10 SVPs.
- Engaged and collaborated with key Stakeholders around governance, business strategies, community involvement, hiring practices, and internal mobility.
- Reviewed processes and recommended solutions to mitigate areas of opportunity with talent acquisition, and ERG memberships.
- Drove continuous improvement, change management, and centralizing data for talent and DEI workstreams.

NICOLA K. LOPEZ

Antioch CA, 94531 nicolaklopez@icloud.com 912.441.9441 www.linkedin.com/in/nicolalopezmba

First Republic Bank

Senior Talent Development Lead (Consultant)

August 2021 – July 2022

- Managed a process re-engineering training programs to improve employee engagement and customer impact, increasing positive employee surveys by 87%.
- Collaborated with Executive Management with Core Transformation companywide upgrade impacting almost 5000 employees (new hires and existing), and Executives improving in-person wait times for clients by 93%.
- Onboarded new hires with a 90-day training plan, for systems, sales, and services that was then implemented company-wide.
- Implemented and managed a multi-tiered Leadership Development program resulting in an 87% completion rate.
- Implemented a dedicated Zoom line, dubbed HyperCare, for centralized support for all departments during 'go live', reducing wait times by 67% to find the right help for clients, collaborating with Helpline, Business Analysts, SMEs, and IT.
- Collaborated with Trainers, SMEs, and Content Writers to create detailed walk-throughs, training manuals, reference guides, and simulations, around key KPIs, with 7 different curriculums (LOBs).
- Elevated performance levels and minimized compliance issues by 49% in one month with new hires and their managers.
- Quantified problem areas with recruiting and onboarding, resulting in a pipeline increase of 78% for key roles.

NIKKI K. LOPEZ INT'L Bay Area, CA

Certified Executive Coach

April 2019 – August 2022

- Evaluate individual and organizational development needs by looking at KPI, KSA, and employee surveys.
- Partnered with major stakeholders to identify recruiting, talent, and retention opportunities and created strategies.
- Assess the success of development plans and help employees make the most of learning opportunities.
- Measure and track the success of individuals with a focus on mental health and mindset as it relates to performance.
- Conduct strategic leadership and behavioral observation during coaching programs/sessions.

JP MORGAN CHASE, Bay Area CA

Corporate Trainer

April 2012 – October 2019

- Coordinated and conducted training for all New Hires in all areas of organizational operations, with a focus on recruiting strategies.
- Show coached Customer Experience and Sales procedures nationwide, resulting in 75% increased satisfaction in audits, reducing branch attrition by 95%, and increasing internal promotions by over 150%.
- Delivered and consistently ranked in the top 2% of 600 Trainers, relating to participant surveys, knowledge, engagement, inclusion, and different approaches to teaching techniques.
- Facilitated, cross-trained, and delivered virtual classroom learning, providing creative, effective classroom instruction throughout the organization with virtual and in-person classes.
- Routinely evaluated corporate training needs and adjusted staff development and educational programs as needed.
- Drove large-scale initiatives with change management efforts across multiple business lines.

EDUCATION & TRAINING

Strayer University, Atlanta, GA - **Master of Business Finance**
Kaplan University, Fort Lauderdale, FL- **Bachelor of Science in Human Resources and Management**

CERTIFICATIONS

Six Sigma Certified, Train the Trainer Certified, Virtual and In-Person Certified, ICF Certified Life and Executive Coach,
Cornell Women's Entrepreneurship Certification, August 2022
Google Project Management Professional Certificate, January 2023
DEI Practitioner Certificate, The Sarah Jane Academy, February 2023

ADDITIONAL WORK EXPERIENCE

Communications Coordinator (DEI and LGBTQ+ BRG), U.S. Bank, 2020