

From: [Jenifer Johnson](#)
To: [Jenifer Johnson](#)
Subject: Lauren Howard Advisory Committee Application AHAC
Date: Friday, January 17, 2025 2:26:58 PM

Name: Lauren Howard

Home Address: 145 E. Salisbury St.

Mailing Address: 145 East Salisbury Street

Home Phone: 3127308275

Cell Phone:

Email Address: lauren.howard@hey.com

What District do you reside in? District 2

Are you currently serving on a board or committee in Chatham County? No

If yes, which ones?

Please select up to THREE boards or committees on which you are willing to serve:

Affordable_Housing_for_District

Why do you wish to serve in this capacity? I love where I live and I want to help make it easy for others to feel the same.

Education/Experience: I have a JD, although I'm not a practicing attorney. I have completed coursework in fair housing and non-discrimination. I currently work in human resources and have seen many people struggle to find affordable housing near work despite competitive pay.

Name of Employer: SECU Family House at UNC Hospitals

Address of Employer:

Position: Human Resources Manager

Work Phone:

Civic Involvement:

Gender: Female

Ethnic Origin/Race:

Year of Birth: 1985

Attachments: {"file_upload":

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Lauren Howard

HR & Compliance Professional

Pittsboro, North Carolina

(312) 730-8275

lauren.howard@hey.com

SKILLS

Advanced Excel, Google Workplace, Paycom, Paylocity, generally tech savvy; coaching, development, and training; collaborative, organized, and empathetic; conversational French, beginner Spanish

HR EXPERIENCE

SECU Family House at UNC Hospitals, Chapel Hill, NC - *HR Manager*

JUNE 2023 - PRESENT

- Oversee all Human Resources functions for a nonprofit hospitality house with 30 employees
- Lead the adoption of new technology, including organizing and running an ad hoc committee to ensure that employee needs and feedback inform operating decisions
- Hired as a part-time administrator and promoted to a full-time leadership position after one year

Edible Beats Restaurant Group, Denver, CO - *HR Manager*

AUGUST 2018 - DECEMBER 2021

- Oversaw all human resources functions from payroll and open enrollment to employee reviews and 401k audits for an independent restaurant group with more than 300 employees
- Guided managers through coaching conversations and led employee relations investigations
- Hired as a payroll & benefits specialist and received several promotions over time as I was increasingly relied upon in areas requiring discretion and sound judgment

Colorado Civil Rights Division, Denver, CO - *Compliance Investigator*

MAY 2017 - MARCH 2018

- Independently managed a caseload of 80 - 120 employment discrimination complaints
- Prepared investigation plans, identified and obtained necessary information through interviews and written inquiries, and drafted recommended findings based on neutral analysis

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- Collaborated with other investigators to revise the complaint intake process, reducing delays in case initiation

Denver Relief Consulting, Denver, CO - *HR & Compliance Manager*

FEBRUARY 2015 - MAY 2017

- Designed and led all human resource functions for a boutique cannabis consulting firm with 15-30 employees in retail, cultivation, manufacturing, and professional offices
- Quickly gained a thorough understanding of the company's functions and applicable regulations to create job descriptions, onboarding plans, standard operating procedures, and training programs for all roles in the company
- Acted as an advisor and sounding board for an executive team comprising three owners, including mediating and resolving conflict, building trust among executives and management teams, and change management.
- Created templates and guidelines that enabled consulting clients to open businesses that modeled "hyper compliance"

ADDITIONAL EXPERIENCE

Office for Respondent Parents' Counsel - *Appellate Attorney*

Represented indigent parents in family law cases before the Colorado Court of Appeals and the Colorado Supreme Court.

U.S. Dept. of Justice - *Attorney Advisor, Denver Immigration Court*

Advised six immigration judges on matters of immigration and criminal law, including drafting memos and decisions; collaborated with court staff to train interpreters and pro bono attorneys.

University of Denver Disability Services - *Tutor & Administrator*

Implemented Universal Design for Learning strategies in 1:1 tutoring sessions to help college students with learning disabilities thrive in school

EDUCATION

University of Chicago Law School, Chicago, IL - *J.D.*

2008 - 2011

Employment Discrimination Clinic, Immigration Clinic, Leadership Fellow

University of Missouri, Columbia, MO - *B.A. in Political Science*

2003 - 2007