

ALLISON WEST, ESQ., SHRM-SCP, AWI-CH  
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CURRICULUM VITAE  
OF  
ALLISON WEST, ESQ., SHRM-SCP, AWI-CH

EMPLOYMENT PRACTICES SPECIALISTS  
Pacifica, CA

September 2000 - present

Provide proactive risk management services focusing on employment practices and human resources compliance issues. Services include:

**Training:** Developing and delivering a wide range of programs in the areas of harassment, discrimination and retaliation, preventing wrongful discharge claims, leave laws, performance management, discipline and termination, hiring and interviewing, conducting workplace investigations, managing within the law series as half and full-day sessions.

**Investigations:** Conducting workplace investigations including harassment, discrimination, retaliation, fraud, whistleblower, employee misconduct, statutory violations, etc. Assist organizations with creating investigation procedures.

**Executive Coaching/One-On-One Sensitivity Training:** Coaching and remedial training for executives, managers and employees with disciplinary and/or behavioral issues and focusing on leadership skills.

**Employee Relations:** Conducting internal relations assessments, teambuilding facilitation, HR audits; Assisting HR professionals and management with compliance issues, performance management, discipline, termination and other human resources practices.

**Conflict Resolution:** Helping teams find connection and commonality by reaching agreements to effectively achieve goals, provide skills and coaching to work through conflict and increase productivity.

**Expert Witness Consultation and Litigation Assistance:** provide testimony in harassment, discrimination, retaliation, and wrongful discharge, leaves of absence, concerning policy and procedure standards and compliance, adequacy of training, adequacy of investigations, procedures and policies, and human resources and management practices.

**Speaking:** Top rated national and local speaker on employment law and human resources topics at HR and industry conferences (see section on Speaking Engagements).

COUNCIL ON EDUCATION IN MANAGEMENT

June 2001 - 2006

Independent Training Consultant. For this leading national provider of human resources and employment practices training, travel nationwide teaching multi-day seminars: How to Conduct Internal Investigations and Fundamentals of Human Resource Management.

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EMPLOYERS RESOURCE COUNCIL  
Cleveland, Ohio

December 1999 - September 2000

Employment Law Specialist. Created litigation prevention practice for employer's association including developing/presenting employment law training programs; conducting internal investigations; providing sensitivity training and coaching for managers; developing handbooks, policies and procedures. Also, creating/ presenting the Litigation Prevention Series, a successful breakfast briefing series providing tools for minimizing litigation risk.

SCHACHTER, KRISTOFF, ORENSTEIN & BERKOWITZ  
San Francisco, California

April 1997 - February 1999

Associate. Responsibilities at this labor and employment boutique involved:

- Handling heavy litigation caseload from discovery to trial for cases involving federal and state employment discrimination laws, wrongful discharge, breach of contract and work-related tort claims;
- Defending administrative charges filed with both state and federal agencies including conducting investigations, drafting responses, participating in settlement conferences, conciliation, mediation and preparing for administrative hearings;
- Counseling clients on topics ranging from harassment, discrimination, wage and hour, policies and procedures; discipline and termination;
- Mediating and arbitrating labor and employment claims; and conducting proactive management and staff training on employment issues.

McGLYNN, McLORG & RITCHIE  
San Francisco, California

January 1996 - March 1997

Associate. Responsible for litigating employment discrimination cases, including sitting second chair at pregnancy discrimination trial for largest hospital in San Francisco.

LONG & LEVIT  
San Francisco, California

January 1990 - January 1996

Associate (8/94-1/96). Responsibilities included: drafting motions and pleadings, taking depositions, attending settlement conferences and mediations, preparing discovery responses, witness preparation for trial and deposition.

Law Clerk (9/93-8/94). As an evening division student working full-time, involved in preparing pre-trial briefs and motions, demonstrative evidence and sitting second chair in bad faith trial; legal research and preparing memoranda; drafting discovery and motions.

Senior Paralegal (1/90-6/93). Provided support in all phases of discovery and trial preparation

## LEGAL EDUCATION

Golden Gate University, School of Law, San Francisco, California, Juris Doctor, May 1994  
Honors: American Jurisprudence Award - Writing & Research

## UNDERGRADUATE EDUCATION

University of Colorado, Boulder, Bachelor of Arts

**PROFESSIONAL CERTIFICATIONS/CERTIFICATE**

- Society for Human Resources - Senior Certified Professional (SHRM-SCP) (2015 - present)
- AWI Investigation Certificate Holder - AWI-CH - 2017 - present (AWI is the Association of Workplace Investigators)
- Senior Professional in Human Resources (SPHR) (2002 - 2020)

**PROFESSIONAL AFFILIATIONS**

- State Bar of California, admitted, December 1994, active status - member, Labor and Employment Section
- Bar Association of San Francisco - member, Labor and Employment Section
- Society for Human Resource Management, member since 2001
- Association of Workplace Investigators
  - (charter member (one of first 50 members) and active member since association's inception 2008)
  - Board Member, October 2013-2017
  - Part-time faculty at the AWI Investigation Institute – 2016 and 2022
  - 6x Presenter at the AWI Annual Conference and delivered several webinars on investigation topics
- ASIS Technical Committee Member - *Managing the Investigative Process – Guidance on Conducting Investigations* (creating international ANSI Standards)

**NATIONAL TELEVISION AND RADIO APPEARANCES**

Appearance on CBS This Morning discussing workplace harassment with Gayle King and Nora O'Donnell on December 7, 2017 (after delivering harassment training to all employees/managers in CBS News group programs):

[http://www.cbs.com/shows/cbs\\_this\\_morning/video/Z10yaNhJ6hUETNyrVd\\_QU2\\_no7yJaa5/knowning-your-rights-sexual-harassment-in-the-workplace/](http://www.cbs.com/shows/cbs_this_morning/video/Z10yaNhJ6hUETNyrVd_QU2_no7yJaa5/knowning-your-rights-sexual-harassment-in-the-workplace/)

Guest Appearance on KQED/NPR radio August 16, 2016, on program entitled: Roger Ailes Ouster from Fox News Highlights Ongoing Issue of Workplace Harassment

<https://www.kqed.org/forum/2010101856183/roger-ailles-ouster-from-fox-news-highlights-ongoing-issue-of-workplace-harassment>

**SELECTED SPEAKING ENGAGEMENTS**

**2024**

HR Acuity webinar

*Credible? Not Credible? Tips for Assessing Credibility*

HR West Annual Conference

*The High Cost of a Toxic Workplace and 5 Tips for Creating a Healthy Culture*

SHRM Annual Conference – MEGA Session

*Seven Steps (plus tips) for Perfecting Your Documentation*

## **CURRICULUM VITAE OF ALLISON WEST, ESQ., SHRM-SCP, AWI-CH**

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HR Star Conference – Los Angeles

*Documentation on Trial*

*Top 10 Investigation Mistakes*

Northern California SHRM

*The HR and Manager Trifecta: Tips and Tools for Effectively Coaching Employees, Having Difficult Conversations, and Creating Airtight Documentation*

PIHRA Annual Conference - *Just the Facts: Perfecting the Investigation Interview*

HR Star Conference - San Francisco

*Documentation on Trial*

*Top 10 Investigation Mistakes*

PIHRA South Bay

*The High Cost of Getting Even: Understanding and Preventing Retaliation Claims*

### **2023**

HR Acuity webinar –

*Just the Facts: Perfecting Your Investigation Interview*

HR West Annual Conference

*Your Documentation on Trial*

La Crosse Area SHRM webinar

*Creating Bulletproof Documentation*

SHRM Annual Conference – MEGA Session

*Creating Bulletproof Documentation*

HR Star Conference – Los Angeles

*Preventing the Escalation of Abusive Conduct and Toxic Behaviors at Work*

*When No Witnesses Are Around: Tips for Assessing Credibility*

### **2022**

Berkeley Center on Comparative Law

*The Power of Coaching to Change Behavior*

Greater Merrimack Valley Human Resource Association

*7 Steps for Creating Bulletproof Documentation*

HR West Annual Conference

*No Witnesses? No Problem: Tips for Assessing Credibility*

Northern California SHRM

*Sharpen Your Investigation Interview Skills*

SHRM Annual Conference

*7 Steps for Creating Bulletproof Documentation – MEGA Session*

HR Star Conference

*Preventing the Escalation of Abusive Conduct and Toxic Behaviors*

Int'l Assn of Workplace Bullying and Harassment

*The Power of Coaching to Change Behavior*

### **2021**

Northern California Human Resource Association's HR West 30th Annual Conference

*Innocent Offenses? 5 Tips for Eradicating Microaggressions in Your Workplace*

West Sound HR Management Association

*7 Steps for Creating Bulletproof Documentation*

*Investigation Interviews: How to Get Critical Evidence from Your Witnesses*

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SHRM Annual Conference

*7 Steps for Creating Bulletproof Documentation*

AWI Annual Conference

Moderator: *The Complex Web of Licensing and Multi-jurisdictional Practice for External Attorney Investigators*

**2020**

Northern California Human Resource Association's HR West 29th Annual Conference

*No Witnesses? No Problem! Tips for Assessing Credibility*

Selected, but appearances cancelled due to pandemic

CalGov HR Conference & Expo -

*No Witnesses? No Problem! Tips for Assessing Credibility*

HR Star Conference – Los Angeles and San Francisco

*Just the Facts: Perfecting the Workplace Investigation Interview*

*The Bully and The Bottom Line: Legal & Productivity Issues Arising from Bullying Behavior*

SHRM Annual Conference and Exposition

*7 Steps for Creating Bulletproof Documentation*

PIHRA HR Conference

*Presentation to be determined*

Rhode Island SHRM

*Keynote Speaker*

**2019**

HR Star Conference – Los Angeles, San Francisco (Highest rated presenter)

*Investigating Retaliation Claims*

*He Said, She Said. What do I do Now? Tips for Assessing Credibility*

Northern California Human Resource Association's HR West 29th Annual Conference (Top 5 highest rated)

*He Said, She Said. What do I do Now? Tips for Assessing Credibility*

SHRM Employment Law and Legislative Conference

*Documentation on Trial*

SHRM Annual Conference and Exposition (Top 10% highest rated)

*He Said, She Said. What do I do Now? Tips for Assessing Credibility*

*7 Steps for Creating Bulletproof Documentation*

PIHRA CA HR Conference - Long Beach

*No Witnesses? No Problem! Tips for Assessing Credibility*

Northern California SHRM Symposium

Pre-Conference workshop: *Just the Facts – Perfecting Your Investigation from Interviews to Credibility Determinations*

***Prior speaking engagements provided upon request***