

## Oliver C. Allen, Jr.

Cell: 703-615-6753 - ocallen@tadslc.com

13010 Token Forest Court  
Manassas, VA 20112

### Executive Profile

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Accomplished national speaker and trainer. An innovative and resourceful senior leader with over 28 years' experience, creating strategic alliances with organization leaders to align with and support key business initiatives effectively. Builds and retains high-performance teams by hiring, developing, and motivating skilled professionals. Known for motivating employees to achieve high goals. Excels in diversity and change management.

### Skill Highlights

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- Leadership
- Diversity Management
- Strategic Planning
- Team Building
- Conflict Management
- Change Management
- Organizational Assessments
- Civil Rights/Equal Employment Opportunity
- Communication
- Soft Skills

### Core Accomplishments

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#### *Strategic Planning:*

- Led a team of senior leaders in developing a large federal agency's first strategic plan for equal employment opportunity, which enhanced the effectiveness of the agency's component offices.

#### *Professional Speaker:*

- Accomplished subject matter expert in leadership development, human capital management, and civil rights, which has led to numerous speaking engagements at national conferences.
- Published in the LRP EEO Advisor (2019)-Article: Diversity & Inclusion: Where Does It Belong?

#### *Professional Development:*

- Developed well-received professional development courses for several federal agencies and private organizations, i.e., change management, motivation, diversity management, and conflict management.
- Developed a complete organizational mentoring program.

#### *Federal Service*

- Retired with 21 years' service
- Recipient of the Attorney Generals Award for Equal Employment Opportunity

#### *Military Service*

- Retired veteran; served 21 years in the U. S. Army

### Professional Experience

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#### **Founder/CEO**

November 2015 - Present

Training and Development Strategies, LLC - Manassas, VA

Directs a cadre of highly trained talent management consultants to conduct, independently plan, and develop core course curriculum based upon customer's human capital management requirements and training assessments. Creates customized effectual employee development training modules for federal, public, and private organizations. Skilled facilitator for organizational development and conflict resolution. Consults managers and senior leaders in employee development, diversity management, and effective management of employees with disabilities. National professional speaker, innovative trainer, and personal development coach. A recognized expert in the areas of

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interpersonal skills, personal branding, civil rights, diversity, disability, leadership, change and conflict management, and employee motivation.

### **EEO Officer, GS-260-15,**

August 22, 2005 – November 2015

Drug Enforcement Administration, Arlington, Virginia.

Provided personal assistance to the Administrator (Political Appointee) in planning, organizing, directing, controlling, and evaluating a comprehensive agency-wide equal opportunity program throughout the United States and abroad for over 10,000 employees. Supervised 15 permanent EEO Staff professionals, and 80 collateral duty EEO Counselors. Develop performance standards, counsel employees, and administer awards and discipline for employees. Forecast, develop, and manage a budget of over \$300,000. Developed policies and procedures for the EEO Program and assisted agency senior leadership in reviewing policies. Conducted training for managers and employees. Participated in diversity committee activities, special study groups, and performs public relations activities to enhance the professional image of the Administration. Conducted studies, organizational reviews, and workforce analysis to identify systematic problems such as under-representation and barriers to the workforce. Performed as a non-voting board member on the GS-14-15 selection panel.

### **Deputy Executive Assistant (Equal Opportunity), GS-260-14**

October 6, 2001 – August 21, 2005

Bureau of Alcohol, Tobacco, Firearms, and Explosives, Washington, DC.

Directed the operations of the Bureau-wide Equal Opportunity (EO) program for over 5000 federal employees located throughout the United States, Puerto Rico, and the Virgin Islands. Directed the formal and informal discrimination complaint process to include inquiries, investigations, alternate dispute resolution, and fact-findings. Served as the Principal advisor and consultant for minority recruiting and EO matters to executive staff and top management officials. Supervise 14 EO Specialist/EEO Counselors and two administrative personnel. Establish and manages budget (over \$400K) requirements for Headquarters and regional EO offices throughout the United States. Oversee the Affirmative Employment, Special Emphasis, Diversity, and Disability Programs. Administered a comprehensive EO program evaluation system for the Bureau. Develop EO training modules for managers and employees. Served as principal liaison to Employee Relations and Ombudsman.

### **Acting Executive Assistant (Equal Opportunity), GS-260-15,**

May 20, 2002 – November 17, 2002

Bureau of Alcohol, Tobacco, Firearms, and Explosives, Washington, DC.

Due to the departure of the Executive Assistant, I was appointed as the acting Executive Assistant until the vacancy could be filled. Serve as the Executive Assistant for Equal Opportunity. Responsible for ensuring that all Bureau actions comply with Title VII of the Civil Rights of 1964 and other relevant anti-discrimination laws and regulations. Provided personal assistance to the Director in planning, organizing, directing, controlling, writing policies, and evaluating a comprehensive Bureau-wide equal opportunity program. Had overall responsibility for the Headquarters and field offices EO program. Provide training and consulting services for all managers and executive staff. Administered and executed financial plans for the Bureau-wide EO program. Supervised regional and headquarters EO personnel and staff. Monitored, compiled data, and coordinated approval for the Bureau's Affirmative Employment Plans.

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### **Equal Employment Opportunity Officer, GS-260-13**

August 1999 – October 6, 2001

US Army Garrison, Fort Belvoir, VA.

Major duties included, Planning, organizing, directing, reviewing, and evaluating the Army's Equal Employment Opportunity (EEO) Program as it pertains to Fort Belvoir. Supervised, managed, and evaluated EEO staff employees in grades from GS-6 to GS-12. Supervised and trained collateral-duty EEO Counselors. Served as a principal advisor for over 5,500 civilians with about 238 career occupations represented in all PATCO categories. Conducted studies and surveys, as needed, to identify problems that may affect the overall EEO program. Advised senior management officials on affirmative employment plans, and recommend changes in organizational policies and practices to correct deficiencies, where found. Planned, organized, coordinated, and conducted special emphasis program activities, training seminars, and consulting services on specialized EEO issues for the Department of the Army managers and supervisors to develop their understanding and gain their acceptance of EEO. Prepared budget and staffing estimates based on anticipated programs to be established. Developed strategic plans for EEO Program.

### **Adjunct Faculty**

November 2006 to 2020

University of Phoenix - Arlington, VA

Prepare and deliver creative and engaging lectures to undergraduate or graduate students on topics such as business management, human resources, critical thinking, organizational development, communications, team building, and moderate classroom discussions. Implement course curriculum and structure, assess student progress, and provide guidance and assistance in comprehension of course material. Coordinates with Department Chair to ensure course materials such as syllabi and learning assignments met university guidelines. Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences. Conduct extensive research in a particular field of knowledge and publish findings in professional journals, books, or electronic media.

### **Education**

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#### **Master of Science in Administration: Human Resource Management, 2000**

Central Michigan University, Mount Pleasant, MI

#### **Bachelor of Science: Business Administration, 1996**

Strayer College, Washington, DC

### **Certifications**

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- Myers-Briggs Type Indicator Facilitator
- Prevention of Sexual Harassment Facilitator
- Strength Deployment Inventory Facilitator
- EEO Counselor and Trainer
- Facilitative Leadership Trainer

### **Professional Associations**

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- Association for Talent and Development (ATD)
- Society of Human Resource Management
- Association of the United States Army (AUSA)
- Federal EEO and Civil Rights Council
- Served on Advisory Board for Training Management Alliance 2016 Inclusion Summit
- Vendor with the George Washington University Center for Excellence in Public Leadership
- Northern Virginia Black Chamber of Commerce

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### Awards

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- Attorney General's Award for Equal Employment Opportunity (2008)
- Justice Management Division's Leadership Collaboration Award (2008)
- Commander's Award for Civilian Service (2001)
- Department of the Army Achievement Medal for Civilian Service (1997)
- Alpha Sigma Lambda National Honor Society Inductee (1996)
- Achievement Medal for Civilian Service (1995)
- Meritorious Service Medal (1994)
- Defense Equal Opportunity Management Institute Best Speaker Award (1988)

### Articles

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*Diversity and Inclusion: Where Do I Belong*, was recently published in the LRP EEO Advisor (March 2019).

## **Oliver C. Allen, Jr., MSA**

Oliver is a renowned and dynamic national speaker with over 40 years of leadership and training experience. He has served in numerous senior leadership positions with the Federal government and the military and currently is the CEO for Training and Development Strategies, LLC. He is also a former adjunct faculty member with the University of Phoenix with a focus on advanced career development and organizational management. He is the recipient of the Attorney General's Award for Equal Employment Opportunity and the Justice Management Division's Leadership Collaboration Award.

As a national speaker, Oliver infuses his audiences with storytelling, simulated exercises, gamification, and life experiences to ignite interactive discussions and learning. With his keen sense of humor and consciousness of today's and tomorrow's millennial workforce, he synergizes his audiences to a better understanding of themselves as well as their potential. He has presented at numerous national conferences and has conducted workshops for numerous federal and state governments. His article titled *Diversity and Inclusion: Where Do I Belong*, was recently published in the LRP EEO Advisor (March 2019). Oliver has been a featured speaker on the Federal news program FEDTalk and a featured speaker for the LRP audio webinars with the most recent titles being:

- Harassment and Bullying in the Federal Workplace
- What You Can and Should Do and Islamophobia and Other Religious Challenges: Best Practices in the Federal Workplace
- Deterring and Responding to Harassment: Best Practice for the Federal Workplace
- What to Do About Retaliation in Your Agency

Oliver received his Bachelor of Science degree in Business Administration from Strayer College and a Master of Science in Administration in Human Resources from Central Michigan University. His certifications include Myers Briggs Type Indicator instructor, Strength Deployment Inventory facilitator, Facilitative Leadership Trainer, Federal Mediation, EEO Counseling, and Prevention of Sexual Harassment.

He holds memberships with the Association of Talent Development, the Society for Human Resource Management, the Federal EEO and Civil Rights Council, and the Association of the United States Army. He also served on the advisory board for the Talent Management Alliance Inclusion Summit.