



**MASTER SERGEANT ERICA L. JAMES
U.S. MARINE CORPS**

Master Sergeant Erica L. James is currently serving at the Equal Opportunity Advisor for Training and Education Command/Training Command/Education Command, Quantico, Virginia. She is presently serving on active duty and has been serving honorably for 22 years.



Military History:

Graduated Recruit Training – February 1990

Administrative clerk – 1990 - 1996

Court Stenographer – 1996 - 2009

Equal Opportunity Advisor – 2009 – present

Graduated on the Commandant's (Dean's) List Top 10%

Volunteer/Civilian History

Court Appointed Special Advocate for abused and neglected children – Jefferson/Orleans Parish, New Orleans, LA

Federal Executive Board, Equal Opportunity Advisory Council for the State of LA

EEO Counselor – Graduate School

Counsel employees and handle complaints, roles and responsibilities and study the laws, regulations, and directives that govern federal EEO and the federal EEO complaint procedures. Counsel on the prohibited forms of discrimination, including disparate treatment, adverse impact, and reasonable accommodation.

DoD Certified Mediator/ADR counselor

Counsel and review negotiation processes as an alternative to litigation as a means to resolving legal disputes. Alternative Dispute Resolution (ADR) refers to any means of settling disputes outside of the courtroom and typically includes arbitration, mediation, early neutral evaluation and conciliation. Explore and practice negotiation processes. Learn how ADR can reduce costs, judicial burden, lead to a more rapidly resolution, and contribute to a vision of peace and cooperation in the world

Diversity/Equal Opportunity Train the Trainer

- Identify the best templates for organizing diversity workshops and training modules;
- Guide client groups to make a bottom line, mission-driven and organization-specific diversity definition; and,
- Hone competencies for improving diversity workshop presentation skills in cross-cultural settings.

President/Vice President, Granville Alexander Chapter # 7, New Orleans, LA



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Specialties:

Human Relations Coach
Teambuilding
Counseling/Life Coach/Public Speaker
MPMA Board of Professional Speakers

Master Sergeant James' military awards include the Navy/Marine Corps Commendation (4th award), Navy/Marine Corps Achievement Medal (3rd award), Military Outstanding Volunteer Service Medal (2nd award), Good Conduct Medal (6th award), Sea Service Deployment Ribbon, Navy Meritorious Unit Commendation, National Defense Service Medal (2nd award), Armed Forces Service Medal, and the Global War on Terrorism Service Medal.

Civilian Awards : Certificate of recognition (Congressman Landry, New Iberia, LA) Certificate of Service (Congressman Richmond, New Orleans, LA) Certificate of Recognition (Mayor Jackson, Cleveland, OH) Mayoral Proclamation(Mayor Elliot, Brook Park, OH), Certificate of Service (Federal Executive Board, New Orleans, LA)