



VICTORIA DOLAN



Victoria Dolan is a human resources consultant at Holden Law Group. She provides employers with a wide range of human resource services from company-wide audits to individual employee performance management and everything in between.

Human Resources Experience

Ms. Dolan has over 25 years of human resources and business management experience. Prior to joining Holden Law Group, she spent over 16 years as the head of human resources for a large regional bank. Earlier in her career, Ms. Dolan supported a variety of clients in numerous industries with contingent staffing solutions. She has a broad base of human resources and business leadership experience with true expertise in such areas as employee relations, strategic planning, corporate governance, talent management, lawful terminations, policy development, executive benefits, incentive plan design, training, and employee development.

Employers have relied on Ms. Dolan to implement successful performance management systems aligned with their business objectives. She has extensive experience creating flexible and proactive policies and programs that support organizational growth while maintaining compliance with employment laws. She has a successful track record helping employers maintain high standards of accountability while treating their employees with dignity, fairness and respect.

Professional Activities and Interests

Ms. Dolan is an active member of the Sacramento Area Human Resources Association (SAHRA) and serves as a Mentor to other human resources professionals. She holds multiple human resources designations, including certification in California employment practices (PHRca) and Senior Professional in Human Resources (SPHR) from the Human Resources Certification Institute, in addition to being a Society for Human Resource Management Senior Certified Professional (SHRM-SCP). She has also served as a SAHRA study group instructor.

In her free time, Ms. Dolan loves to travel or go camping with her family. She has a passion for interior design and is always working on her next decorating project. She enjoys cooking and hosts frequent family dinners for her large extended family.

Education

*Society for Human Resource
Management*

SHRM Senior Certified Professional
SHRM-SCP Certified

*Human Resources
Certification Institute*

Professional in HR - California
PHRca Certified

Senior Professional in HR
SPHR Certified

Center for Creative Leadership
Leadership Development Program

*Graduate School of Banking,
Madison, WI*

Human Resource Management
School

*California State University, San
Diego, CA*

Graduate Teaching Assistant
Speech/Professional
Communication

*California Polytechnic State
University, San Luis Obispo, CA*

B.S., Business Administration
Human Resources/Organizational
Communication Emphasis



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Representative Presentations & Trainings

ADA/Reasonable Accommodation Training
Attracting and Retaining Employees – The War for Talent
Banter in the Workplace – A Slippery Slope
Behavioral Interviewing – Hires that Stick
Don't Put Your Job in Jeopardy – Core Values & Ethics Training
Effective and Defensible Disciplinary Action
Effective Workplace Communication
Exploring Unconscious Bias
Financial Fitness Panelist at Employee Benefits News Annual Conference
Harassment Prevention Training
Leading by Example - Management Responsibility Training
Marijuana in the Workplace
Professional Business Writing
Supervisor Performance Management
The Top 10 Things Employers Do to Get Sued
Wage & Hour Training

Representative Articles

California Expands Protections for Essential Workers
CalSavers – Employers Must Offer Retirement Plans
COVID-19 (*numerous articles*)
Creating a Welcoming Environment for Transgender Employees
Do My Employees Have a Right to Bring Their Animal to Work?
DFEH Launches Anti-Harassment Training – But is it the Right Choice for Your Business?
Goldilocks and the Three Onboarding Approaches
No Paid Sick Leave to Care for Animals
One Day's Rest In Seven Rule
Privacy Rights and HIV in the Workplace
Tidying up the Harassment Training Mess – Deciphering the Training Requirements for Janitorial Workers
Unclaimed Payroll Funds – What Do I Do?

Employment History

Holden Law Group
2018 – Present

River City Bank
2001 – 2017

TradeSource

Accountants Inc.

Adecco Employment Services



holden
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Representative Projects

- Alternative Workweek Implementation
- Board Governance Charter Development
- Bonus and Incentive Plan Design
- Business Restructuring/Reorganization Communication Strategies
- Core Value Creation and Implementation
- Cultural Change Planning
- Employee Focus Groups
- Employee Onboarding Processes
- Employee Satisfaction Surveys
- Handbook Development
- Human Resource Cultural Assessments
- Human Resource Compliance Audits
- Interactive Process Documentation Packages
- Performance Management Systems
- Policy Development
- Strategic Planning Facilitation