

# Joyce A. Pratt

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## Freelance Writer

*Ghostwriting ▪ Copywriting ▪ General Editing ▪ Proofreading ▪ Indexing  
Training Curriculum Development ▪ Abstracting ▪ Newsletters  
Fundraising Solicitations ▪ Investigative Reporting ▪ Press Releases*

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Employment and entrepreneurial experience has not been under the heading of Freelance Writer; however, writing is the core competency and was carried out successfully in the development of master plans, training curriculum development, program development, needs assessments, project analysis, surveys, investigative reporting, and project reviews.

Highly accomplished executive with national experience in equal opportunity affairs, human resource development, diversity-effective programs, leadership development, training curriculum development and presentation, workforce analysis, and public relations. Results-oriented, decisive leader with proven success in complaint handling, program development, and conflict resolutions. Tendency to thrive in fluid environments while remaining pragmatic and focused.

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## PROFESSIONAL EXPERIENCE

Oneal Group

2014 - Present

### *President*

A marketplace for freelance writers specializing in business, employment law, and education. Areas of concentration include: ghostwriting, newsletter designs and articles, general editing (copy editing and technical editing), indexing, abstracting copywriting, and fundraising solicitations.

### *Key Achievements*

- Investigated and prepared findings and recommendations for corporations and New Jersey Courts concerning employee workplace complaints.
- Designed and wrote quarterly articles for corporate and association newsletters.
- Prepared, distributed, analyzed, prepared narrative and graphic reports, and presented findings for surveys and analyses.
- Designed flyers and brochures for marketing events.
- Created solicitation letters and brochures for national fundraising events.

[[www.onealgroup.net](http://www.onealgroup.net)]

T&J Associates of New Jersey LLC – Smithville, NJ 1986 – Present

***President & Sole-Proprietor***

*Provide employment consulting and training services in the areas of diversity and employee relations. Company focus is assisting companies in selecting the best and most cost-effective solutions for improving performance in critical human resource areas. Services also include EEO and other investigations, curriculum development, employee handbooks, job descriptions and essential job functions, data analysis summaries, assessments, mediation, grant writing and fundraising, and graphic and web site designing.*

***Key Achievements***

- Created the first EEO & The Law training course for a state training institute.
- Design and present diversity programs as needed such as sexual harassment prevention, leadership development, and mediation training for public and private sector professionals and other employees.
- Conduct special training upon request for college undergraduate extra credit and graduate business programs in such areas as ethics, EEO & the Law.
- Develop and present programs for High School and Middle School career days.
- Design and provide printing of brochures, programs and flyers for nonprofit associations fundraising activities.

Trump Plaza Hotel & Casino – Atlantic City, NJ 1991 – 11/29/06

***Diversity & Equal Opportunity Affairs (EOA) Manager***

*Manage diversity and equal opportunity affairs for Trump Plaza's 3,000+ culturally-diverse employees operating in a multi-disciplinary workplace to include hotel operations, food and beverage, gaming, security, surveillance, human resources, information technology, and accounting. [Served as EOA Representative 1991-1997 and EOA Manager 1997-present.]*

Full responsibility for equal opportunity affairs and diversity efforts, to include addressing diversity issues as a result of company's reorganization efforts. Ensure supervisors, managers and executives receive training on equity laws and diversity initiatives, handle EEO complaints expeditiously - maintained record of zero lawsuit losses, assist human resources with diversity recruitment programs and EEO policies, develop and maintain external diversity relationships in public and private sectors, and act as liaison between company and external organizations on diversity issues, work with Purchasing Department to ensure competition with diverse vendors and suppliers, and assist external agencies in their pursuit of financial support. Report directly to the President & Chief Operating Officer and in his/her absence to the Vice President of Legal Affairs.

***Key Achievements***

- Created diversity responsive and sensitive management team prepared to lead a multi-cultural workforce towards improved productivity during cuts in staffing and spending.
- Developed and maintained an Equal Employment and Business Opportunities Plan (EEBOP), an affirmative action plan (AAP) for employment and business.
- Designed for Information Technology development an EEBOP workforce analysis system using the company's HR database for employee information.
- Developed a critical path accountability chart to measure management's EEBOP progress towards goals.
- Maintained Plaza's record of the only Trump property with zero EEO lawsuit losses for a workforce and customer base of national and international ethnicities.
- Reviewed and made recommendations for job descriptions, essential job functions, and diversity recruitment.
- Designed and ensured maintenance of a database to maintain and provide reports on all EEO complaints and employment accommodations for analysis and easy retrieval.
- Fostered relationships in public and private sectors to maintain company's positive image as an equal employment opportunity employer.
- Made presentations as guest speaker in the public and private sectors on EEO & The Law and Ethics (i.e. Rowan University MBA Program, Stockton College of NJ Student Extra-Curriculum Program)

**EDUCATION/TRAINING/LICENSES**

- Passed LSAT ▪ Rutgers School of Law Admission Pending, (February 2009)
- Master of Business Studies (MBS) ▪ Stockton State College, Pomona, NJ (2001)
- Bachelor of Arts (BA) in Business Administration/Marketing ▪ Stockton State College, Pomona, NJ (1994)
- EEO & the Law Training Certificate ▪ Rutgers University, New Brunswick, NJ (1992)
- Certified Mediator ▪ Capital University/AAAA (Atlantic City, NJ offsite) (1999)
- Key License Employee ▪ N.J. Division of Gaming Enforcement (2005)
- Notary Public ▪ State of New Jersey (Current)

**ASSOCIATIONS/COUNCILS/CLUBS (Past and Current)**

- American Association for Affirmative Action (AAAA) Public Info. Chair (1991 to 2008)
- AAAA Region II [NY, NJ, PR and the U.S. V.I.] Regional Director (2000 to 2002)
- AAAA Educational Foundation President (1999 to 2002)
- AAAA Conference Sponsorship Chair (2010 to 2014)
- Human & Civil Rights Association of New Jersey  
(Member 1998 to present, VP Public Relations 2009 to present)
- Hispanic Alliance of Atlantic City Associate Member (2000 to present)

National Association of Professional Women (2008 - current)  
New Jersey Affirmative Action Officers' Council (NJAAOC) (Chairperson 2002-2005)  
Member New Jersey Advisory Commission on Women (1999 to 2006)

**TRAINING CURRICULUM DEVELOPMENT & PRESENTATIONS**

*EEO & The Law, Sexual Harassment, Disability Discrimination, Workplace Civility, and Cultural Awareness* – Trump Plaza Hotel & Casino, NJ (1997 to 2006), Rowan University MBA Evening Program (2005-2006), and City of Camden (2006-2007)  
*Affirmative Action* – Tavis Smiley Foundation “Youth to Leaders 2000,” Philadelphia, PA (2000)  
*Leadership Training/New Member Orientation for Regional Secretary* — American Association for Affirmative Action (AAAA) (2001-2002)  
*Getting the Job You Want!* – Pleasantville High School, NJ (2003), Egg Harbor Middle School, NJ (2003-2006), and Elizabeth School #6 K-12 (2009-2010)  
*Ethics & Respect* – Stockton College of New Jersey (2003)  
*Ethics & Respect on Campus and in the Workplace*—AAAA (2004) and Stockton College  
*EEO & The Law* Course Development and Presentation – State of New Jersey Human & Research Development Institute (HRDI), Trenton (2005)  
*Sexual Harassment, Complaint Investigations, Mediation, Diversity in the Workplace* – City of Camden, NJ (2005 to present)  
*The Affirmative Action & Human Resource Relationship: Pros and Cons* – New Jersey Affirmative Action Officers' Council (NJAAOC) Mid-Winter Conference, Trenton, NJ (2006) and AAAA National Conference (2007), *Leadership Development* (2009)  
*Leadership Self-Assessment & Development* – Philadelphia Liberty Industry Liaison Group (2010)

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