



CURRICULUM VITAE

Jessica Caspe, Esq.

(She/Her/Hers)

Director of Training & DEI Initiatives

800-727-2766

www.epspros.com

jcaspe@epspros.com

EDUCATION

J.D., Fordham University School of Law

Honors: Addison Metcalf Award in Labor Law, Corpus Juris Secundum Award in Criminal Law, Dean's List

B.A., Washington University in St. Louis

Certificate, Northwestern University, Leading Diversity, Equity, and Inclusion

PROFESSIONAL EXPERIENCE

Employment Practices Solutions, Inc.

Director of Training and DEI Initiatives, August 2021 – present

Support EPS's mission to build respectful organizations through fostering more diverse, equitable, and inclusive environments. Oversee all training services – both instructor-led and online - including development of materials and working with clients to identify the best solution for their needs. Responsible for DEI practice and partnering with organizations to help them create more inclusive workplaces through the creation of comprehensive DEI plans, climate assessments, focus groups, leadership workshops, and policy reviews. Manage consultant recruitment. Provide consultant services, including training, coaching sessions, and complaint investigations.

Employment Practices Solutions, Inc.

Consultant, March 2013 – August 2021

Developed and facilitated training on various employment-related topics, including harassment, discrimination, unconscious biases, bystander responsibilities, and leadership skills. Conducted coaching sessions for leaders and managers. Conducted complaint investigations of harassment, discrimination, and other misconduct issues.

Whitman-Walker Health, Legal Services Program, Washington, D.C.

Senior Staff Attorney, 2010 - 2012

Served as primary attorney responsible for Legal Services Program's employment law practice centered on

representing individuals who believed they had been treated unfairly because of their LGBTQ or HIV status. Counseled clients regarding their workplace rights, medical privacy, and insurance law issues. Prepared presentations and conducted trainings regarding workplace rights.

Wiggins, Childs, Quinn & Pantazis, Washington, D.C.

Contract Attorney, 2007 – 2008; Associate, 2001 – 2004

Law firm that specializes in civil rights/ employment discrimination cases. Worked on employment discrimination class action cases. Managed individual employment discrimination cases from investigation through summary judgment phase. Counseled clients, prepared them for depositions and trial, defended and took depositions, participated in successful mediations and settlement conferences.

National Treasury Employees Union, Washington, D.C.

Assistant Counsel, 2004 - 2007

Served as legal advisor to local chapters, conducted legal research and provided guidance on various labor and employment law issues. Wrote proposals and served as chief spokesperson during local negotiation and mediation sessions. Represented local chapters in arbitration proceedings. Conducted training for local chapters on various labor and employment issues.

Brown & Sherman, Washington, D.C.

Associate, 2000 – 2001

Law firm that specializes in federal sector plaintiff-side employment discrimination cases. Conducted research and drafted appellate briefs, summary judgment briefs, discovery motions, complaints, discovery demands, and responses for employment discrimination cases; counseled clients; prepared cases for administrative hearings.

Martin, Clearwater, & Bell, New York, New York

Associate, 1999-2000

Law firm that specializes in civil litigation; conducted research; drafted summary judgment briefs, discovery motions, discovery requests and responses; argued motions and conducted depositions.

LICENSE

Licensed attorney in the State of New York, 1999

Currently member of the District of Columbia Bar

PRESENTATIONS/ PUBLICATIONS

Co-Author, “Achieving Inclusion in the ‘New Normal’- A Dialogue,” Employment Practices Solutions Newsletter, August 2021.

Presenter, "Creating an Inclusive Environment in the 'New Normal'," for American Council of Engineering Companies of New York, February 2021.

Author, "Let's Continue the Dialogue: Achieving Inclusion in the 'New Normal'," Employment Practices Solutions Newsletter, June 2020.

Presenter, "Diversity, Equity and Inclusion/Unconscious Bias," for American Council of Engineering Companies of New York, January 2020.

Panelist, EPS RealSolutions® Podcast, "From Diversity to Inclusion—Breaking Down Barriers on the Path to (UN)Common Ground," November 2019.

Facilitator, "From Diversity to Inclusion—Breaking Down Barriers/Reaching (UN)common Ground," 2019.

Author, "Retaliation in the #MeToo Era," Employment Practices Solutions Newsletter, May 2018.

Author, "Mitigating the Impact of Unconscious Bias in the Workplace," Employment Practices Solutions Newsletter, May 2017.

Panelist, EPS RealSolutions® Podcast, "*Maximum Impact Training Initiatives: Why, What, When Who and How,*" May 2015.

Author, "Navigating the FMLA, the ADA, and Substance Abuse Issues," Employment Practices Solutions Newsletter, July 2013.