

**MICHELE A. PUIGGARI**  
3801 Milwaukee Ct.  
Missoula, MT 59808  
(505) 690-4052  
[www.mpuiggari.com](http://www.mpuiggari.com)

## **PROFESSIONAL EXPERIENCE**

### ***Puiggari & Associates Consulting Services, July 2009-Present*** ***Missoula, Montana***

- Employment consulting offering a variety of human resources services to organizations. Specializing in Employment Investigations and Employment Training. Services include:
  - Manager and employee training services: - sexual harassment recognition and prevention, American with Disabilities Act, Family Medical Leave Act, civil rights laws, hiring, firing, and discipline, Montana Wrongful Discharge Act, Drug and Alcohol Reasonable Suspicion Training
  - Employment investigation services: - including comprehensive reports
  - Employment policies preparation, review and revision

Representative Clients: State Governments including Counties, MACo, Hospitals, Publishing, University of Montana, Yellowstone Foundation, Environmental Cleanup.

### ***Instructor***

### ***University of Montana School of Extended and Lifelong Learning, April 2013-November 2015*** ***Missoula, MT***

- Instruction on basic Human Resources legal issues for Business Professionals, including How to Interview and Hire; Handbooks, Discipline and Termination, Employee Medical Issues, Discrimination Law, Unemployment Insurance and Wage and Hour Issues.

### ***ELM Locating & Utility Services, Human Resources Director, April 2008-July 2009*** ***Missoula, Montana***

- Human Resources Director for medium sized business with offices in fifteen states. Responsible for oversight and management of Payroll, Benefits, Recruiting, Workers Compensation (ensuring best practices and procedures and coordination with insurance carrier and state insurance programs to minimize WC premiums), administration of Drug and Alcohol Testing program, OSHA, Safety program, Unemployment requests and hearings. Understand legal requirements and ensure compliance with all federal and state statutes and regulations related to employment issues.

### ***Michele Masiowski, PC, Attorney, and Employment Investigator and Trainer*** ***January 2007-2009*** ***Missoula Montana and Santa Fe, New Mexico***

- Attorney providing investigation and training services in personnel field including:

- Employment investigations services: - interviewing claimants, employees and relevant parties, and preparing comprehensive reports and recommendations
- Manager and employee training: - including Discrimination and Sexual Harassment training, recognition and prevention, Americans with Disabilities Act, Family Medical Leave Act, Hiring, Firing, and Discipline and other relevant topics as requested
- Employment policies: - preparation, review and revision
- Drafting of Facilitator Guides and Training Manuals tracking computer simulations including visual training aids and creation of relevant training exercises.

***Serra, Garrity & Masiowski, PC, Attorney, November 2003 –December 2006  
Santa Fe, New Mexico***

- Civil litigation and administrative practice, specializing in representing both plaintiffs and businesses in labor law, employment law, civil rights, civil and public sector litigation and personal injury law. Practiced before the EEOC, New Mexico State Human Rights Department and Federal Court. Service also included providing employment law consulting services, employee handbooks, and training for managers and employees in employment and discrimination issues.
- Employment investigations including investigation training, and providing comprehensive reports and recommendations.

***Michele Masiowski P.C. Attorney, Legal Consultant/ Employment Law Training Specialist,  
September 1999 – November 2003  
Santa Fe, New Mexico***

- Provided legal and consulting services in the areas of employment law, civil rights and public sector litigation, and personal injury and employment law consulting services, employment investigations, and employee training. Offered services included:
  - Manager and employee training: - sexual harassment recognition and prevention, American with Disabilities Act, Family Medical Leave Act, civil rights laws, hiring, firing, and discipline
  - Employment discrimination investigations: - included comprehensive reports and recommendations
  - Employment policies preparation, review and revision
- Legislative Analyst for House Judiciary Committee for the NM 2001 Legislative Session. Analyzed proposed legislation and provided analysis to Committee, drafted amendments and revisions for Committee and public and provided assistance at public hearings on proposed legislation.

***Attorney, May 1994 – August 1999  
Tinkler and Bennett, Santa Fe, New Mexico***

- Plaintiff's civil litigation practice specializing in sexual abuse, sexual harassment, employment, tort and constitutional law.
- Responsibilities included all aspects of litigation and administrative practice at trial and appellate levels, and before the Equal Employment Opportunity Commission and the New Mexico Human Rights Division. Included case preparation, discovery and motions practice.

***Santa Fe Rape Crisis Center-Lobbyist, May 1994 – May 2004***  
***Santa Fe, New Mexico***

- Pro Bono lobbyist for the Santa Fe Rape Crisis Center and other clients before the New Mexico legislature.
- Significant contributions and legislation: Defeated attempt to shorten statute of limitations related to injuries to children; obtained testing of alleged perpetrators for sexually transmitted diseases; strengthened law regarding rape by “persons in authority” over children, and drafted a strengthened New Mexico anti-stalking law.

***Attorney, April 1990 – March 1993***  
***Arent, Fox, Kitner, Plotkin & Kahn, Washington, D.C***

- Civil litigation and Government contracts practice.

***Attorney, June 1988 - April 1990***  
***Crowell & Moring, Washington, D.C***

- Government contracts and white-collar criminal litigation practice.

***Contract Specialist, March 1984- June 1987***  
***IBM Corporation, Manassas, Virginia***

- Negotiated, drafted, and administered major defense contracts.
- Coordinated bidding process with team members.

**COMMUNITY AND PROFESSIONAL SERVICE**

- CASA, Court Appointed Special Advocate, Missoula Montana-2014-present
- Board of Directors, Missoula Freestyle Team-2014 - present
- Former President of the Santa Fe Chapter New Mexico Women’s Bar Association; Member of the Board of Directors statewide organization.
- Former member of the Board of Directors for the Santa Fe Rape Crisis Center. Member of the fundraising committee. Also provided legislative assistance, annual discrimination training and pro bono legal services as needed.

**EDUCATION**

***Columbus School of Law, Catholic University, Washington, D.C.***

***Cornell University, Ithaca, New York***  
B.S., Industrial and Labor Relations, 1983

**BAR ADMISSIONS**

***District of Columbia-*** Admitted Fall 1988: Currently Inactive

***Pennsylvania-*** Admitted Fall 1988: Currently Inactive

***New Mexico-*** Admitted Fall 1993