



## CATRICE EVANS

Director  
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### VCARD

With 15 years of experience in Human Resources, Catrice specializes in the employee experience. Her extensive background covers HR generalist functions such as employee recruitment and retention, staff development, conflict resolution, and employee relations and investigations. She also has significant experience in benefits management, HR records management, HR policy development, and compliance.

An expert in fostering inclusive workplaces, Catrice is adept at crafting and implementing strategic HR solutions that drive positive organizational change. Her skills in mediation and conflict resolution, combined with her knowledge of compensation and benefits structures, make her a valuable partner in supporting high-performing, harmonious teams.

### FUNCTION & SPECIALIZATION

- HR department startup
- Payroll
- Recruitment & retention
- Employee relations & investigations
- Benefits administration
- Performance management
- HR policies & procedures
- Orientation & onboarding

### REPRESENTATIVE CLIENTS & PAST EXPERIENCES

- Heritage Wealth Advisors
- Golf Club of Georgia
- Capital One Financial Corporation

### EDUCATION, LICENSES & CERTIFICATIONS

- B.A., Business Administration, Strayer University
- SHRM Certified Professional (SHRM-CP)
- Professional in Human Resources (PHR)
- Notary Public, State of Virginia

### PROFESSIONAL ASSOCIATIONS & COMMUNITY ORGANIZATIONS

- Member of SHRM Richmond
- Member of National SHRM