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PROFESSIONAL PROFILE & CAREER HIGHLIGHTS

Human Resources (HR) executive with extensive experience managing and leading teams of HR professionals in higher education, public education, and corporate business. Experience includes multi-site/multi-state HR management and department design. A highly computer-literate team leader abundantly skilled as a senior management executive with superior oral and written communication skills.

Currently holding the position of **Associate Vice President for Human Resources & Risk Management** at Sam Houston State University (2,200 faculty & staff). I consult extensively with executive leadership on business processes and practices related to personnel and overall department management in addition to leading an award winning professional development team among many other accomplishments.

As **Director of Employee Services** at Spring Branch ISD (4,600 employees), successfully managed team of human resources professionals administering employee benefits programs, retirement plans, safety programs, workers' compensation, unemployment, employee compensation, payroll, employee leaves, employee relations and discipline, FLSA compliance, and State reporting.

As **Director of Human Resources** at Rankin Automotive Group (1,200 employees), assembled and directed a highly effective team of HR generalists managing payroll, employee benefits, compensation, workers' compensation, and commercial property and casualty insurance for seventy-five (75) warehouse and retail locations in Texas, Louisiana, and Mississippi.

PROFESSIONAL HISTORY

SAM HOUSTON STATE UNIVERSITY

Associate Vice President for Human Resources & Risk Management 2011-current

Executive leading two departments at SHSU with primary responsibility consulting university leadership on personnel matters.

- University received prestigious "Great Colleges to Work For" award from the Chronicle of Higher Education every year since 2011.
- Developed award-winning professional development (PD) program and helped implement minimum PD requirements for all university staff employees.
- Represent HR and Risk Management departments to internal and external stakeholders.
- Rewrote and/or developed new university policies on Affirmative Action, training, conflicts of interest, consensual relationships, background checks, dispute resolution, employee leaves, discipline, sexual misconduct, compensation, and others.
- Work extensively with university Provost, Deans, VPs, and other executives managing difficult employee relations matters.

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Director of Employee Services

2003 - 2010

Managed a team of professionals responsible for human resources, employee benefits, and payroll.

- Advised district leadership, department heads, and principals on Fair Labor Standards Act compliance, employee relations, employee discipline, and terminations.
- Directed all employee communications including management of the district's employee retention and recognition programs and annual update of the employee handbook.

- Directed the designed and implementation of Employee Self Service, an online application to assist employees with benefits enrollment, paycheck lookup, absences, and other helpful employee-friendly features.
- Developed and implemented first paperless payroll process in Texas school districts.
- Enhanced SBISD's employee benefits, adding additional products and services.
- Directed management of the district's employee compensation plan including examination of market trends, cost analysis, and compliance with local/legal policy and law.
- Directed the design and implementation of an online employee contract management system.

MCI WORLDCOM

2000 - 2003

Project Manager

Managed WorldCom internal department teams and interfaced with customers to take the lead with total ownership of many network installations around the country.

- Managed implementation of complex data network circuit installations to ensure timely project execution, completion, and system integrity; large network projects managed for WorldCom corporate customers, such as: Level 3, Qwest, Grande Communications, Nextel, Big Pipe, Touch America, and others.
- Successfully interfaced with all internal and external parties by providing one central point of responsibility and communication for each project, providing improved customer satisfaction and retention.
- Provided technical and organizational assistance to facilitate coordinated project processes and timely completions. Interpersonal and leadership skills enhanced by over twenty (20) years of HR management experience.

RANKIN AUTOMOTIVE GROUP, INC.

1994 - 2000

Director of Human Resources

Managed a team of twenty (20) HR generalists through a period of major transition as Rankin purchased auto parts distribution firms in Texas, Louisiana, and Mississippi.

- Consolidated and centralizing all administration in Houston corporate offices.
- Placed all employee benefits options (self insured medical, dental, life, 401k admin., etc.) out for new bids due to larger group discounting cutting company costs.
- Developed a redesigned Rankin employee benefits program to minimize company expenditures while taking into consideration existing programs already in place at acquired companies.
- Implemented a networked ADP payroll and HR software process, thereby reducing labor costs for handling this \$45M payroll for 1,200 employees.
- Mentored all executives and store/warehouse management on employee relations including legal implications, FLSA compliance, and corporate policy impacts.

ZENITEX ELECTRONICS, INC.

1977 - 1994

President

Owned and operated successful commercial/consumer electronics services firm with forty (40) technicians and administrative employees, tripling sales by 1990 and making Zenitex the largest independent electronics services organization in Houston.

- Computerized and automated all repair service item tracking, payroll, and accounting activities resulting in dramatic increases in organizational efficiencies, customer satisfaction and retention, and reduced administrative costs.
- Conceived, designed, and implemented aggressive human resources programs to meet changing employee retention requirements while adequately addressing corporate/ownership liability protection.
- Designed and supervised construction of new company facility located at 1720 Yale St., Houston, Texas, which served as corporate headquarters for fourteen years.

EDUCATION

Business Administration
University of Houston, Houston, Texas
Overall GPA 3.22

MBA
Sam Houston State University, Huntsville, Texas
Overall GPA 3.92