

HR PARTNER

Summary

Experienced Human Resources Business Partner with expertise in partnering with Line of Business Leaders to provide guidance on human capital strategies to include, but not limited to, employee relations, talent management, compensation, etc., in order meet business goals and objectives.

Highlights

- Project management
- Matrix management experience
- Talent management expertise
- Employee relations expertise
- Performance management strategies
- Compensation experience
- Employment law knowledge
- Manager coaching and training
- Presentation/Facilitation experience

Accomplishments

Lead Project Teams to address human capital strategies (i.e., Performance Management, Rewards and Recognition, etc.) that resulted in manager tools and resources.

Developed and facilitated Change Management training for all front-line managers in the Line of Business.

Developed, trained, and implemented common attendance guidelines for line of business and executed to the new guidelines.

Experience

HR Partner

June 2007 to Current Company Name - City , State

- Provide strategic human resources guidance and oversight on a wide range of activities in support of assigned line of business. In both a hierarchical and matrix management environment
- Collaborate with senior leadership teams to influence organizational design, management practices and work environment changes.
- Lead project teams on end-to-end strategy on human capital initiatives (i.e., retention, rewards and recognition, performance management, etc.)
- Problem-solve mid-complex issues as they arise with all levels of management across business groups.
- Coach and develop less experienced staff on broad human resources issues and monitor resolution progress.
- Coach and develop managers at all levels on performance management of their employees.
- Provide expertise in facilitating resolution of complex issues and interpretation of policies.
- Partner with all levels of management in both a hierarchical and matrix management environment to build leadership competencies in order to build bench-strength through talent management discussions.
- Partner and engage with key stakeholders in the Wells Fargo/Wachovia Bank integration efforts.
- Develop business cases for Senior Leadership (i.e., LOB, HR, etc.) approval to implement restructure to any one business unit which may result in displacements.
- Partner with LOB Project Team to develop and execute plans and communications in support of these activities.
- Lead cross-functional or cross-business unit/division teams assigned to implement workforce initiatives as well as develop programs and process improvements associated with human capital and business initiatives.

- Create and facilitate virtual presentations for employees and managers across several states and four different time zones in the areas of policy interpretation, recruiting, compensation tools, leaves of absence, etc.
- Provide consultation to senior management on complex issues and actions and partner with other human resources partners or COE's (i.e., Employee Relations, Compensation, EAC, Leave Management) as needed
- Advise managers on compensation issues, review job descriptions, make salary recommendations as needed.

Associate People Svcs Officer

November 2001 to May 2007 Company Name - City , State

- Provide strategic human resources guidance and oversight on a wide range of activities in support of assigned line of business.
- Coach and develop managers at all levels on performance management of their employees.
- Provide expertise in facilitating resolution of complex issues and interpretation of policies.
- Create and facilitate virtual presentations for employees and managers across several states and four different time zones in the areas of policy interpretation, recruiting, compensation tools, leaves of absence, etc.
- Provide consultation to senior management on complex issues and actions and partner with other human resources partners or COE's (i.e., Employee Relations, Compensation, EAC, Leave Management) as needed
- Advise managers on compensation issues, review job descriptions, make salary recommendations as needed.
- Provide interpretation, application, and enforcement of HR related policies, procedures, and laws, including but not limited to FMLA, ADA of 1990, Title VII of the Civil Rights Act of 1964, ADEA of 1967
- Conduct interviews and counseling sessions with employees and management, including performance counseling, career counseling, supervisory coaching, and separations (voluntary and involuntary).
- Conduct investigations related to harassment, discrimination, etc. and determine appropriate action warranted.
- Facilitate dialogue sessions as needed to help employees/managers resolve issues.
- Appeal Texas Workforce Commissions claims when appropriate.

Human Resource Consultant

March 2001 to November 2001 Company Name - City , State

- Coach and develop managers at all levels on performance management of their employees.
- Provide expertise in facilitating resolution of issues and interpretation of policies.
- Facilitate virtual presentations for employees and managers.
- in the areas of policy interpretation, recruiting, compensation tools, leaves of absence, etc.
- Provide consultation to front line management on issues and actions.
- Advise managers on compensation issues, review job descriptions, make salary recommendations as needed.
- Provide interpretation, application, and enforcement of HR related policies, procedures, and laws, including but not limited to FMLA, ADA of 1990, Title VII of the Civil Rights Act of 1964, ADEA of 1967
- Conduct interviews and counseling sessions with employees and management, including performance counseling, career counseling, supervisory coaching, and separations (voluntary and involuntary).
- Conduct investigations related to harassment, discrimination, etc. and determine appropriate action warranted.

Human Resources Consultant

September 1999 to May 2001 Company Name - City , State

- Coach and develop managers at all levels on performance management of their employees.
- Provide expertise in facilitating resolution of issues and interpretation of policies.
- Facilitate virtual presentations for employees and managers.
- in the areas of policy interpretation, recruiting, compensation tools, leaves of absence, etc.
- Provide consultation to front line management on issues and actions.

- Advise managers on compensation issues, review job descriptions, make salary recommendations as needed.
- Provide interpretation, application, and enforcement of HR related policies, procedures, and laws, including but not limited to FMLA, ADA of 1990, Title VII of the Civil Rights Act of 1964, ADEA of 1967
- Conduct interviews and counseling sessions with employees and management, including performance counseling, career counseling, supervisory coaching, and separations (voluntary and involuntary).
- Conduct investigations related to harassment, discrimination, etc. and determine appropriate action warranted.

Human Resources Consultant

August 1990 to September 1999 Company Name - City , State

- Roles started out very transactional and then grew into the list below.
- Coach and develop managers at all levels on performance management of their employees.
- Provide expertise in facilitating resolution of issues and interpretation of policies.
- Facilitate virtual presentations for employees and managers.
- in the areas of policy interpretation, recruiting, compensation tools, leaves of absence, etc.
- Provide consultation to front line management on issues and actions.
- Advise managers on compensation issues, review job descriptions, make salary recommendations as needed.
- Provide interpretation, application, and enforcement of HR related policies, procedures, and laws, including but not limited to FMLA, ADA of 1990, Title VII of the Civil Rights Act of 1964, ADEA of 1967
- Conduct interviews and counseling sessions with employees and management, including performance counseling, career counseling, supervisory coaching, and separations (voluntary and involuntary).
- Conduct investigations related to harassment, discrimination, etc. and determine appropriate action warranted.

Education

Masters of Arts : Counseling , May, 2004 Webster University - City , State , USA

Counseling

Bachelor of Science : Psychology , December, 2001 University of Houston - City , State , USA

GPA: Dean's List

Psychology Dean's List

Skills

Title VII

ADA

Mid - Senior level Coaching/Consultation

Employee Relations

Partner with Senior management and Function management

HR Policy Interpretation

Presentation/Facilitation

Collaboration/Partnering skills

Relationship Building skills

Additional Information

- SPECIAL AWARDS:2005 USAA's Volunteer of the Year2006 President's Council on Service and Civic Participation Award

Professional Affiliations

Wells Fargo - Latino Team Member Network - HR Liaison/member

San Antonio Human Resources Management Association

South Texas Children's Bereavement Center Group Facilitator

CYO Sports Team Mom