**Sylvia L. Rodriguez**

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**Executive Summary**

Extensive leadership experience in Human Resources, Internal Audit, Planning, Management and Finance

**Professional Experience**

**St. Thomas University, Miami Gardens, FL 2003 – 4/2019**

**Director of Human Resources/Title IX Coordinator/Internal Auditor**

Head Human Resources officer for a private, Catholic university with over 2,500 undergraduate, graduate and law students and over 350 employees. Responsibilities include planning, directing and coordinating the following programs: recruitment and placement of faculty and staff; position classification and compensation; workers compensation program, organizational development; employee relations; equal employment opportunity; benefits; payroll; and personnel policy development and interpretation.

* + Supervise HR/Payroll Department (4 employees), responsible for all HR functions and in-house payroll for employees in over 30 states.
  + Manage complex employee relations cases involving both faculty and staff
  + Manage hiring process from position approval to advertising, screening, position classification and salary determination.
  + Responsible for annual salary and benefits budget and bi-monthly cost projections
  + Analyze and recommend annual medical/dental/vision insurance rates
  + Conduct year-end benefit accounts reconciliation and periodic audit of bills
  + Serve as Title IX (federal amendment prohibiting sex discrimination) Coordinator for the University;
  + Provide training: New Employee Orientations, Tuition Waiver Workshops, Discrimination/ Harassment, Title IX, etc.
  + Responsible for all aspects of annual employee benefits/wellness fair
  + Creation and maintenance of employee handbook
  + Manage background check process for all full time, part time employees, adjunct professors and University Vendors.
  + Manage Graduate Tuition Taxation Program: monitor graduate courses taken by employees to ensure proper taxation per IRS guidelines
  + Development of first Employee Awards and Recognition Program: purchase and distribution of service anniversary awards and announcement of service anniversaries, new hires and promotions.
  + Serve as University Administrator for 403(b) retirement plans; responsible for annual discrimination testing
* Create University policies/procedures and activities within established guidelines and policies
* Conduct internal audits by reviewing and analyzing transactions, documents, records, reports and accounts relating to University operations and functions; prepare audit reports of findings from completed internal audits; provide recommendations for improvement and report findings to University President and Board of Trustees.

**Other Professional Experience**

**American Express, Miami Lakes, FL**

**Sr. Financial/Business Planning Analyst, International Dollar Card**

Responsibilities included: preparation of month-end close and accrual process, variance analysis and Profit & Loss reconciliation, budgeting and forecasting exercises, maintenance of trend information for all key metrics, preparation of management reports highlighting actual and potential issues, analysis of results and issues for investigation and actions, performing financial modeling and “what if” analysis. Served as key interface with Latin America markets: Argentina, Brazil, Mexico and the Caribbean; performed cost benefit analysis for proposed new bank partnership deals.

**Hughes Electronics, Space & Communications Co., Los Angeles, CA**

**Sr. Project Controls Administrator**

Performed in several positions of ascending responsibility in program offices and operating units. Handled projects worth in excess of $100M. Responsibilities included supervision of 3-5 employees in all aspects of financial analysis and performance measurement, preparation of customer and internal reports, i.e. Status Packages for Operations Reviews, Billings, Cost Performance Reports and Monthly Financial Movers, presentation of financial reviews for management and customer representatives, compilation of cost data and preparation of price proposals.

**Education**

**Loyola Marymount University, Los Angeles, CA**

MBA and BA Business Administration

**Other Data**

Speak, read and write Spanish fluently

Excellent analytical and communications skills

Proficient in all Microsoft Office products