

Barbara Souslin

Human Resources

Simonton, TX - Email me on Indeed: [indeed.com/r/Barbara-Souslin/e7e73d63673cc326](https://www.indeed.com/r/Barbara-Souslin/e7e73d63673cc326)

Dedicated H.R. Professional with 11 years of experience in the manufacturing and professional environment, with extensive dedication to diverse staff recruitment and retention. Strong command of OSHA regulations, staff safety, benefit plans, workers compensation and employment laws; strong people skills and information management in a confidential manner.

Authorized to work in the US for any employer

WORK EXPERIENCE

Human Resources Manager

Employers One Source Group - Katy, TX - April 2015 to Present

Skills Used

Word, Excel, PowerPoint, Outlook, ThinkWare, Darwin

Professional Employer Organization

Maintain and Write policy and safety manuals for clients.

Respond to TWC unemployment claims.

Respond to EEOC claims.

Communicate federal and state law changes.

Onboarding, terminations and maintain client employee files.

Council clients with employee issues, separations and terminations.

Recruit employees for clients as needed.

Human Resources Manager

Pinnacle Machine Works (Subsidiary of SB International) - Houston, TX - March 2014 to March 2015

Responsibilities

Implement electronic time clock system for 100+ employees using TimeClock Plus 6.0.

Maintain the facility HRIS System in Exponent HR.

Maintain employee files; maintain I9 files and purge report.

Communicate benefit, policy and HR related changes.

Establish attendance tracking system.

Full cycle recruiting for Start-up Company.

Audit and maintain I-9, medical, training and personnel records for proper compliance.

Maintain bulletin boards, conference room and equipment; approve internal invoicing, create and maintain check requests as needed.

Investigations of work related injuries and communicate with the work comp carrier.

Accomplishments

Electronic time clock implementation of TimeClock Plus 6.0

Establish an I9 Tracking / purging system

Establish facility Attendance tracking

Develop MSDS document library for chemicals

Skills Used

Word, Excel, PowerPoint
Exponent HR - HRIS system
TimeClock Plus 6.0

Human Resource Manager

Northwest Pipe Company - Houston, TX - March 2006 to April 2014

Northwest Pipe Houston was acquired by Centric Pipe 2014 subsidiary of SB International

Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.

Conduct recruiting efforts, interview, hiring, and ongoing legal documentation/file management process for all employees and applicants.

Coordinate with staffing agencies to secure temporary employees, based on departmental needs.

Plan and conduct new employee and safety orientation for new hires; administer and train new hires on the Houston DuPont Stop for Each Other program.

Ensure personnel and other records are maintained according to department procedures, company policy, and local laws & regulations.

Setup and maintain employees in Kronos & SAP HRIS System.

Generate AD Hoc queries in SAP as needed.

Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA)

Administer, initiate, and track COBRA insurance policy and procedures on terminated or other eligible employees.

Audit and maintain I-9, medical, training and personnel records for proper compliance.

Maintain facility benefits administration and communicate benefit information to employees.

Monitor the Hourly and Salary performance evaluation process and makes recommendations as necessary

Administer local Workers Compensation policies and procedures.

Assist with safety issues and safety committee.

File workers' compensation claims with insurance carrier.

Assists with investigation of accidents and prepare reports for insurance carrier.

Perform Sarbanes-Oxley (SOX) requirements and insure Payroll is in compliance.

Ensure all ISO 9001:2000 training is accurate and up to date.

Create all correspondence within facility; ie. newsletters, emails, memos, presentations for both communication & training purposes. Safety Manual, Emergency Action plans created with MS Word. Maintain bulletin boards, conference room and equipment; approve internal invoicing, create and maintain check requests as needed.

8 Years no lost time.

Payroll and Production Assistant

Northwest Pipe Company - Houston, TX - July 2004 to March 2006

Track attendance of hourly employees.

Perform Sarbanes-Oxley (SOX) requirements and insure Payroll is in compliance.

Daily payroll entry using SAP software (CATS) ADP EZ Labor Manager and Kronos.

Responsible for payroll for over 80+ employees.

Run production/time reports using SAP Software.

Developed Access Database for mill downtime reports and inventory.

Create all correspondence within facility; ie. newsletters, emails, memos, presentations for both communication & training purposes.

Web Designer

McLane Company - Temple, TX - May 1999 to July 2004

Responsible for maintenance and development of McLane web sites:

<http://www.mclaneco.com> | <http://www.saladosales.com> | <http://www.vantixlogistics.com>

Update and maintain the Intranet, support strategies and goals relative to internal employees.

Research, write, and edit training modules using QARBON Viewlet software for the internal Applications.

Assist with documentation and visual publications needed for the IS department.

Created Flash presentations for the different web-based applications, used for marketing purposes.

Developed over 1,000 Marketing CD's with Flash; these were distributed to external customers.

Administrative Assistant

McLane Company - Temple, TX - September 1998 to May 1999

Responsibilities

Assistant to V.P. of Applications over Information Systems.

Distributed mail and assist with phone switch board

Handled all travel needs for departmental heads.

Created daily reports and detailed period end reports using MS Office Suite.

Assisted with annual budgets for the department.

Type and design general correspondences, memos, charts, tables, graphs, business plans, etc.

Skills Used

MS Word, Excel and PowerPoint

EDUCATION

HR Certificate in Human Resources

Lone Star College Houston - Houston, TX

2009 to 2011

A.A.S. in Computer Information Systems

Temple College - Temple, TX

2002 to 2003

A.A. in Applied Business

Hocking College Nelsonville - Nelsonville, OH

1986 to 1987

SKILLS

Advance knowledge of MS Office Suite, Access, FrontPage, Visio, MS Outlook; HRIS applications (ADP HWSE Benefits System, SAP, ADP, Kronos and PeopleSoft; Hands on experience FrontPage, Dreamweaver, Fireworks, Flash, Photoshop, MS Access; Familiar with ASP, VB, JavaScript and Java

AWARDS

8 Years No Lost Time

January 2014

Assisted in Safety initiatives to lead the facility to 8 years of no lost time safety record.

GROUPS

SHRM

July 2006 to Present

ADDITIONAL INFORMATION

Demonstrated understanding of employer needs and expectations

Pursuing my PHR

Safety JackPot

CPR / First Aid Certified

Situational Leadership

Conductor

DuPont Stop

Kaizen/5S/Lean Manufacturing

EEOC Training

360 Degree Leadership and Management

OSHA Compliance Course – 30 hour certification

FMA Annual Safety Conference

Hiring Master Class

HR Law Seminar

HR Houston Sponsored Training

Hearing Protection & Conservation Training

Intro, Intermediate and Advanced MS Access Training

Understanding of ISO standards and SOX