

HR COMPLIANCE ADMINISTRATOR

Highlights

- Positive and collaborative relationship building throughout all levels of the Organization
- Well developed business acumen for seeing the big picture and aligning HR to support targeted outcomes
- Excellent systems analysis and process development skills
- Relationship Management - across organizational levels and intra-organizational
- Strong Performance Management experience
- Streamlined HR policies and processes
- Strong critical evaluation skills to identify potential liabilities and address proactively within a number of business models
- Communications -- Published writer, former editor of in-house tabloid for design engineers
- Communications -- Bilingual - English/Spanish (strong fluency in both written and verbal communications)
- Investigative and report writing experience (W/C, Sexual Harassment, Unemployment) Top Accomplishments â€¢ Analyzed, specified and developed multiple applications from production content systems to CRMs that kept business development and marketing efforts moving forward â€¢ Headed up job descriptions project, wrote 100 job descriptions for oil company turned flat fee project into expanded hourly billings â€¢ Assisted with recruiting efforts by writing unique and very eye-catching job adds, performing reference checks and serving as key user of applicant tracking software â€¢ Created three standard employee handbooks for company, based upon the "reasonable man" standard of legal interpretation. These handbooks were targeted to different market/industry segments â€¢ Researched and wrote standard BYOD and software policies for high tech companies that minimized exposure and increased security â€¢ Used sales and marketing skills to bring in highly profitable Davis Bacon compliance contract for company among other contracts â€¢ Excellent customer-facing skills with the ability to grow business from customers â€¢ Published three articles in national and local HR magazines â€¢ Organized and lead multiple campaigns that passed state and national legislation â€¢ Scored above peers in 4 out of 6 categories on SPHR â€¢ Co-founded a successful business with three partners â€¢ Negotiated supplier and sales contracts from a few dollars to millions of dollars

Accomplishments

Recently received a very generous raise as an acknowledgment of my outstanding contribution

Experience

Austin HR October 2012 to Current HR COMPLIANCE ADMINISTRATOR

City, STATE

- Austin, Texas Recruited as an in-house Compliance Specialist for Austin HR, a comprehensive outsourced HR consulting firm in Austin, TX; after serving for 8 months as a 1099 consultant to the company. Utilized both HR and business process skills in this position for their numerous clients. Sample of my contribution:
- Since October of 2012, have had responsibility for all the discipline, terminations, unemployment defense, policy enforcement and compliance questions for 700 employees at the 25 restaurants of the largest McDonald's franchise in Austin
- Grew billings from \$500 a month to \$2,500 a month.
- Became trusted advisor to C-Suite at the McDonald's franchise
- Acted as a consultant to McDonald's on delicate issue involving a high profile arrest
- Teamed with senior management at McDonald's to detect and resolve a \$24,000 per-annum slippage problem at fast food handled the investigation, documentation and termination process
- Managed over 150 terminations including three of managers making in excess of \$100k annually without penalties, legal issues or problems
- Developed new methodology for performance improvement plans for McDonald's, overseeing its universal adoption
- Worked with Director of Ops to define and roll out standard method to ensure inventory accuracy and improve food controls
- Helped develop proposal and secured contract for administration of Davis Bacon compliance for \$123 million dollar DOE contract. Conducted surveys of the workers in English and Spanish. Developed specialized tools. Trained accounting personnel. Handled two DOE audits. Reviewed all payrolls and ensured that appropriate record-keeping was established. Developed productive relationships with DOL and DOE
- Analyzed key issues and designed and implemented a billing code strategy and automated timekeeping system for Austin HR that provided real time information and reduced the month end close time by 75%, improved billing accuracy by 50% and made real time assessments of project profitability possible. Based upon these improvements, the company was able to assess which activities were most profitable.
- Wrote two articles that were published in national online HR magazines. One was on the importance of using the correct dialect of Spanish when interacting with employees and writing documents
- Studied for and received SHPR on first attempt
- Created three separate and streamlined employee handbooks that facilitated the rapid generation of handbooks customized to the business size and complexity
- Selected vendor and developed specifications of CRM system. Wrote development plan for integrated systems designed to capture time, facilitate faster, better client reports and create scalable platform.
- Conducted a software search and location for a performance management system for a client that was so successful that he wrote a complimentary letter. This was one of three letters that I have received since beginning this job
- Assumed overall responsibility for job description project for independent oil company. Due to the thoroughness of the approach, the client agreed to expand the scope of work from a flat fee to a per hour fee. Created over 100 job descriptions for all the personnel in an oil company
- Conducted four sexual harassment investigations. Two were in Spanish. One was for a government agency
- Prevented a disturbance by speaking to employees riot at an art production company by addressing employees in Spanish to explaining that ice referred to the roads and was not a reference to immigration.

- Worked with state agency to have my SPHR test prep class paid for by the state
- Currently handling two WC cases with two different clients. Establishing documentation trail in case a court defense is necessary, directed workplace improvements to reduce strain and other affirmative defense actions to counter any claims.
- Helped bring in 5 new clients
- Two of my clients which I helped get and have handled exclusively have been among the most profitable in the company
- A woman whose exit interview was performed by me -recommended me to her mother's employer, a foundation, to conduct an exit interview for her company. I have become the preferred exit interviewer for this foundation
- Conducted all reference checks and exit interviews for all clients.
- Was brought in to provide insights to VP at a company on what I had learned from reference checks
- Recently received a very generous raise as an acknowledgment of my outstanding contribution. HR CONSULTANT, Hondo, Texas to Vancouver, Washington Worked freelance as an HR/Business consultant and took on other part-time jobs until I could secured full-time employment
- Worked as a freelance bilingual HR consultant to Austin HR. Offered full-time employment in Austin, TX in May 2013. This offer was made employment based on the job that I had performed as a bilingual HR 1099 consultant while working other jobs
- Ghostwrote a 400 page book about the Libertarians which is being edited and readied for publishing.
- Read and summarized over 33 massive books taking them from hundreds of pages to 8 or 10 over the span of two years. These summaries were read by media people across the country and politicians/aides that wanted to stay current with the thinking in economics, policy and issues of the day. FOUNDER/PARTNER, ADVANTAGEOUS BUILDING PRODUCTS, Hondo, TX Formed a building products company with a partner. Filed the charter, obtained state and federal tax IDs and a wholesale license for a building products company. Company ran until partner died and necessitated liquidation
- Established all hiring forms and procedures for 1099 and employees
- Established all HR policies and procedures
- Created training materials and trained in both English and Spanish
- Established policies and contracts relating to the sales and installation of product and created guidelines for the conduct of those subcontractors while performing the work
- Handled all executive and managerial functions within the company from accounting through marketing, sales and delivery of products and services
- Put together standard bid packages for independent subcontractors including W-9, waivers, agreements as to tools being provided etc.,
- Handled billing/collections and setup processes for handling expense reimbursements
- Recruited teams of sub-contractors to install a variety of advanced building products, trained them on proper methods and managed multiple projects to install products.
- Scheduled and monitored job/project activities to ensure that the installations were performed correctly and on time.
- Coordinated deliveries of building materials to the job sites and conducted daily inventories of materials on sites
- Procured and monitored warehousing for all building supplies in inventory. Conducted regular inventory to prevent slippage
- Supervised the preparation of all payments, evaluated and cleared work performed for payment
- Approved and processed "percent completions" for payment CO-FOUNDER, EON STRATEGISTS, Sunnyvale, CA Co-founder of e-commerce consulting firm. Worked with co-founders to delineate strategic vision for company and write business plan for company to consult with advertising agencies as to the best means to introduce e-commerce into a variety of clients. Served as primary driver for the translation of company strategic vision into the tactical and operational activities that created the actual company and enabled business to occur. These activities included HR, operations and marketing. The company grossed \$2,000,000 in its first year and was approached by a client for purchase
- Filed the original charter and established corporate records. When the corporate attorney was hired, the records were turned over to her and backup copies were maintained at the central office
- Worked with other co-founder to set consulting rates and outline service offerings
- Researched and filed all forms to create state and federal tax accounts including Cal sales and employment taxes, EIN and county/city business taxes
- Surveyed other founders as to key areas of exposure and identified best methods for managing risk. To that end, secured E&O, key man/woman insurance, health insurance and other benefits
- Spearheaded development of standard consulting contracts with outside attorney. Created modular format, so that additional details could be handled via appendices
- Assisted in recruiting additional consultants and handled Visa issues for H1-B employees
- I established the policies, procedures and forms for recruitment, hiring, handling employee relations issues, benefits including the development of employment application package including W-4s, disclaimers and intellectual property protections/waivers
- Negotiated contract with payroll provider, established payroll procedures, and handled all time documentation and submission of payroll, payments of payroll and disbursements relating to quarterly and other mandated reporting
- Held open enrollment, monitored health insurance account and ensured that payments were correct and made regularly
- Developed expense policies and procedures including approval levels
- Worked with bookkeeper to setup corporate files so that tax preparation would be relatively easy and less expensive
- Managed billings and collections
- Setup 1099 processes, procedures and forms for Subcontractors/ 1099 SENIOR MANAGER, STRATEGIC PARTNERSHIPS, Geoplex, San Jose, California This was an independent venture of AT&T that was later rolled back into the corporation. While I was there, it was what many referred to as an "intrapreneurial venture," intended to inject entrepreneurial speed, agility and responsiveness into AT&T's monolithic corporate culture.
- Assisted the CEO by identifying strategic business opportunities
- Worked with stakeholders to obtain consensus and negotiated large contracts.

- One of my contracts, with Sun Consulting, was the primary source of revenue for the company during its existence.
- Negotiated, and then supervised crafting of, strategic agreements. Created Memorandums of Understanding (MOUs)
- Secured \$500,000 of equipment donations from vendors

Education

California State Fullerton M. A. : Mass Communications/Journalism City , State , US M. A., Mass Communications/Journalism, California State Fullerton, Fullerton, California

St. Louis University B.S. : English City , State , US B.S. English, St. Louis University, St. Louis, Missouri

University of Texas General Business City , State , US 2 years, General Business classes, Business law and Accounting at University of Texas, Austin

Certifications

SPHR, SCP

Languages

Bilingual: English and Spanish

Skills

Accounting, Advertising, And Marketing, Audits, Benefits, Billing, Billing/collections, Bookkeeper, Building Materials, Business Consultant, Business Plan, Cases, Central Office, Claims, Class, Clients, Collections, Compliance Specialist, Comprehensive Large Array Data Stewardship System, Contracts, Credit, Crm, Customer Relationship Management, Documentation, Employee Relations, Exit Interview, Fast Food, Federal Tax, Hr, Ids, Immigration, Intellectual Property, Inventory, Its, Managerial, Marketing, Million, Month End Close, Operations, Payments, Payroll, Performance Management, Publishing, Real Time, Recruiting, Recruitment, Sales, Sales And, San, Storage Area Network, Sun, Terminations, The Sales, Training, And Sales, Branding, Business Development, Byod, Crisis Management, Employment Law, Excellent Written And Verbal Communication Skills, Hr Generalist, Policy Development, Problem Solving, Process Development, Relationship Building, Relationship Management, Report Writing, Security, Systems Analysis, Talent Development, Writing Experience, Written And Verbal, And Accounting, General Business