

UNEXPIRED TERM: X

**December 2015-Present –Esperanto Development
Corporate Human Resources**

- Plans, develops, organizes, implements, directs and evaluates the organization's human resource function and performance.
- Participates in the development of the organization's plans and programs as a strategic partner, but particularly from the perspective of the impact on people.
- Translates the strategic and tactical business plans into HR strategic and operational plans.
- Evaluates and advises on the impact of long-range planning of new programs/strategies and regulatory action as those items affect the attraction, motivation, development and retention of the people resources of the organization.
- Develops staffing strategies and implementation plans and programs to identify talent within and outside the organization for positions of responsibility. Identifies appropriate and effective external sources for candidates for all levels within the organization.
- Develops progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance.
- Develops programs to allow the organization to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.
- Develops human resource planning models to identify competency, knowledge and talent gaps and develop specific programs to fill the identified gaps. Areas of activity will include talent management through proper succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities, and general business development programs to enhance employee knowledge and understanding of the business of the company and the software industry.
- Develops appropriate policies and programs for effective management of the people resources of the organization. Included in this area would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development, among others.
- Enhances and/or develops, implements and enforces HR policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization. In particular, manages the human resource information systems database and provides necessary reports for critical analyses of the HR function and the people resources of the organization.
- Coordinates the activities, programs and strategic HR plans of other HR departments throughout the corporation.
- Maintains knowledge of international HR policies, programs, laws and issues. Provides technical advice and knowledge to others within the human resource discipline.
- Manages other areas such as relocation, employee communication, employee safety and health, and community relations.
- Manages the budget and other financial measures of the HR department.

- Continues improving the programs, policies, practices and processes associated with meeting the strategic and operational people issues of the organization.
- Evaluates the HR division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as for providing individuals with professional and personal growth opportunities.

**April 2015 –December 2015 FedEx Ground
Field Human Resources**

- Develops and administers various human resources plans and procedures for all company personnel. Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.
- Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
- Develops recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, annual re-evaluation of policies
- Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations.
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-path program, employee relations counseling, outplacement counseling and exit interviewing; writes and places advertisements.
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains company organization charts and employee directory.
- Evaluates reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Performs other incidental and related duties as required and assigned. - See more at:
- Compliance with all labor laws and company policies and procedures.
- Investigates and resolves EEO grievances, examines site practices for possible violations, and compiles and submits EEO statistical reports as needed.
- Responsible for all Performance Development documentation-ensuring all managers and employees have had adequate training in the annual review process.

**November 2010-April 2015 Richfield Hospitality
Human Resources Director**

- Serves as a member of the Hotel Executive Committee.
- Oversee the strategic, vision, performance management, and development of the Hotel Team.
- Strategic business partner with the Senior Leadership team to ensure the property's vision and strategic plan is implemented and achieved.
- Develop group and individual performance and recognition programs and measurements.
- Manage the recruitment process for all managerial and hourly positions.
- Ensure training initiatives, including service training, are implemented and supported.
- Compliance with all labor laws and company policies and procedures.
- Investigates and resolves EEO grievances, examines site practices for possible violations, and compiles and submits EEO statistical reports as needed.
- Responsible for all Performance Development documentation-ensuring all managers and employees have had adequate training in the annual review process.
- Oversees new hire orientation, to include employee benefits, company information and safety training to ensure all contract and company policies are followed. For both domestic and internationally based employees.
- Implement employee's action plans to address concerns.
- Develops, and maintenance policy, procedures and processes related to training, organizational and leadership development to improve the succession of management.
- Responsible for the development, compensation and benefit incentives in order to retain employees.

**June 1999-October 2010 Raytheon Technical Services Co, LLC, El Paso, TX
Human Resources Generalist**

- Serves as Human Resources Generalist for over 700 engineering employees located in various locations in the US and abroad who are part of the Field Operations Central Region area.
- Oversees all phases of recruiting and hiring by providing supervisory oversight to a Talent Acquisition Specialist assigned to El Paso.
- Monitor counseling/terminations to insure all actions are within the letter of the law. Ensures that all discipline follows a progressive pattern as outlined in company policies and procedures.
- Oversees new hire orientation, to include employee benefits, company information and safety training to ensure all contract and company policies are followed. For both domestic and internationally based employees.
- Perform function of certifying Authority in PeopleSoft, Data Warehouse/COGNOS, SPEED, and web-based recruiting program RayCats. This includes approving and certifying all employee pay transactions, promotions, terminations, LOAs etc.
- Ensure the upkeep of employee files: New employee data entry; Payroll Deductions (to include union dues and benefits); terminations; and personal data changes. Administers

Leticia Arreola

UI requests, files appeals on findings as needed and serves as appeal hearing officer during hearings.

- Conducts investigations and give recommendations for action based on findings. Conduct ADR hearings, record findings, and report as needed.
- Investigate and resolves EEO grievances, examines site practices for possible violations, and compiles and submits EEO statistical reports as needed.
- Collects and examines detailed information about job duties to prepare job descriptions. Establishes hiring control point for all positions within the region following Governance Model and Salary Admin Plan
- Conduct Compensation Analyzes to confirm equitable pay during hiring process of new employees-make final decision on offers to be presented.
- Responsible for all Performance Development documentation-ensuring all managers and employees have had adequate training in the annual review process.
- Responsible for all annual salary planning done in Comp Planner. Ensures all suggested, merit increases, lump sums, and equity adjustments are fair and accurate by comp analyzes and the approval of promotion requests.
- Conducts and supervises training and development programs for employees. Oversees the maintenance of companies training records and verifies all employees are in compliance. Plans, organizes, and directs a wide range of training activities.
- Produces and administers Memorandums of Understanding (MOUs) to employee deploying overseas, including into war zone countries, and employees accepting temporary assignments domestically. In conjunction oversees all CRC required exams and training for said employees.
- AAP Coordinator for El Paso- analyzed and used hiring and promotion data to confirm compliance with OFCCP regulations. Create and keep required AAP Plan for site, showing goals, good-faith efforts, and creating the site pledge to the OFCCP for diverse hiring. In 2007, 2008, 2009 successfully passed a desk audit performed by the OFCCP.
- Participate in planning and reviews for new business to ensure all staffing and HR requirements are followed and communicated to proposal team.
- Oversee all leave programs to include FLMA, STD, LTD, Worker's Compensation, and personal leaves of absence local and aboard.
- Administer all terminations (RIF) proceedings and procedures to include long service board reviews, calculation of severance benefits, and preparation of notification letters and benefit letters. During RIF provides one-on-one counseling to affected employees to answer any HR related questions.
- Ensures fair and equitable pay rates according to the DOL Wage Determination. Conduct surveys, as required by DOL, to compare rates and ensure the contract's pay scale complies with changing laws and regulations.

Skills

Microsoft Office, People soft version 8.0 Six Sigma Specialist, Data Warehouse, Lotus Notes, SAP programs, E-Verify, ADP Payroll system, E-Hire system.

Competencies

Ethical Conduct, Strategic Thinking, Leadership, Decision Making, Financial Management

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Training Courses

Alternative Dispute Resolution Program (help develop the program) Ethics Training, FMLA training, Worker's Compensation, Six Sigma, Harassment/Workplace Training Performance Development & Coaching Recruiting, Termination Process for Managers,

Education

Sept 1997 –Sept 2002 University of Phoenix- Bachelors Business Administration

Sept 1997-Sept 2002 University of Phoenix Certification in Human Resources

Oct 2002-May 2004 University of Phoenix Masters of Arts in Organizational Management

Member of SHRM

References

William Giraldez, General Manager Doubletree Hotel -915-532-8733

Betty Jean Aguilar, Manager, Raytheon Services 915-245-9537

Madhi Nair, CEO, Esperanto Developments -915-842-9535