

## HR DIRECTOR/ADMINISTRATOR

### Executive Profile

A self-motivated individual with over 20 years' experience successfully managing a myriad of diverse enterprises. Major strengths include the ability to rapidly set-up, organize, and oversee new offices, provide expert document control, excellent meeting planning skills, and the ability to liaise among diverse entities.

### Skill Highlights

- Small business development
- Project management
- Leadership/communication skills
- Employee relations
- Self-motivated
- Staff Development
- Start-UPS
- Team Player
- Total quality management

### Core Accomplishments

#### *Project Management:*

- Monitored the operation of eleven Renewable Wind projects implemented the process for hiring, documentation control between owner and contractors, complete set-up of the office facility on site.
- Monitored all expenses to ensure they did not exceed the budget

#### *Human Resources:*

- Structured the HR Handbook for all craft employees out on the project
- Structured the hiring process
- Mentored and trained office staff

#### *Operations Management:*

- Managed personnel
- Liaison between owner, contractor, and sub-contractor
- Monitored daily progress out in the field

### Professional Experience

Company Name January 2015 to Current HR Director/Administrator

- Responsible for the HR department and supervising administrative staff and trained support staff.
- Handled all hiring and payroll.
- Reviewed all invoices for appropriate documentation.
- Managed the construction of the new office for Forbes Bros Inc in the Houston office.
- Facilitated the start of the company in Houston.

Company Name January 2013 to January 2015 Executive Administrator

- Responsible for preparing reports and financial data, training and supervising other support staff, and customer relationships.
- Prepared all bid proposals as well as administrated daily affairs.

Company Name January 2010 to January 2013 Senior Administrator

- Assist in the development of processes for support functions within the group.
- Compiled and analyzed financial information for the transmission project.
- Ensured that project contracts and bids were completed and filed on time.
- Reviewed all invoices for appropriate documentation and approval prior to payment.
- Provided master document control and coordination for several concurrent transmission projects, including all information flows among owners, contractors, sub-contractors, utility companies, environmental consultants, landowners, and government agencies.
- Served as the main point of contact between contractors and all L-Con personnel.
- Provided company HR functionality at the site.
- Supervised an office staff of 15.
- Site Office Administrator E.ON Climate and Renewables 2006-2010 Responsible for all aspects of site office administration for E.ON's largest wind power construction site (in Roscoe, TX), comprising over 750 MW of wind power and over 2010 employees, contractors, and subcontractors.
- Provided master document control and coordination for several concurrent wind projects, including all information flows between the owner, contractors, sub-contractors, wind turbine suppliers, utility companies, environmental consultants, landowners, and governmental agencies.

- Served as the main point of contact between contractors and all E.ON personnel.
- Provided company HR functionality at the site.

Company Name January 2005 to January 2006 Administrative Assistant

- Managed office for Airtricity's US flagship Forest Creek and Sand Bluff wind farms sites near Big Spring, Texas.
- Responsibilities included overseeing all document control, site office management, site HR needs (including timesheets and expense reports), and acting as meeting planner / facilitator for periodic staff / VIP site visits.
- Manager of House Accounts Total Design on Marble & Granite 2002-2004 Acted as liaison between customers and sales staff.
- Established customer service procedures to ensure quality.
- Provided operational expertise on the day-to-day management of business.
- Supervised a staff of ten persons, with the responsibility of overseeing all installed granite projects for quality assurance.

Company Name January 2001 to January 2002 Administrative Assistant

- Assistant to the president of the company.
- Responsibilities included insight to all new business ventures to ensure timely completion and adherence to budget.
- Set up procedures for analyzing all financial information to determine the business expansion strategies.

Education

University of New Mexico BA : Business/Finance Business/Finance Volunteer- Food Bank and member of Chamber of Commerce

Skills

administrative, budget, contracts, customer service, documentation, expense reports, financial, government, hiring, HR, Office, office administration, office management, payroll, personnel, processes, proposals, quality, quality assurance, Roscoe, sales, supervising, transmission