

PROFESSIONAL EXPERIENCE

Human Resources Administrator – Account Manager ACU Air, Inc

2000 to Present

Develop job descriptions, recruit and interview employees, and maintain personnel records. Keep abreast of new regulations and legislation pertaining to human resources and update corporate policies and procedures accordingly. Oversee benefits. Write and publish human resource policies and procedures manual. Manage accounts, administer payroll, and prepare and file tax returns. Participate in the strategic management and the marketing of ACU Air's heating and air conditioning services. Develop and maintain company website.

Adult Education Director and Instructor Regions VI Education Service Center

1993 to 2000

As a site director, supervised three teachers and one aide. Taught English as a Second Language and GED classes. Conducted teacher in-service training. Coached students in the writing, editing, and desktop publishing of an international cookbook for Project IDEA.

English and Computer Instructor Montgomery College

1993 to 1999

Selected curriculum, planned lessons, and taught Developmental Writing, Microsoft Word, English as a Second Language, and Internet Explorer classes.

Personnel Specialist Montgomery County Government

1988 to 1993

Screened and tested applicants. Conducted new hire orientations. Audited new hire and change of status requests for compliance with county budget. Participated in the development of a self-insured medical benefits program. Handled unemployment claims and represented the county at unemployment hearings. Worked with programmers to develop and implement the county's human resources information system. Worked with programmers and with the County Treasurer's Office to integrate the human resources and payroll systems. Prepared EEOC reports. Analyzed jobs and established grade levels with corresponding salary ranges. Conducted exit interviews.

EDUCATION

Bachelor of Arts in English Literature (1982, University of Houston)
Texas Teaching Certificate – English and Psychology (1986, Sam Houston State University)
Texas Teaching Certificate – English as a Second Language (2006, Sam Houston State University)

SKILLS

Microsoft Word, Excel, QuickBooks, technical writing, web site development and design

PROFESSIONAL MEMBERSHIPS

Society for Human Resource Management
Association of Texas Professional Educators