

NAME

City, State xxxxx

Cell: (xxx) xxx-xxxx | e-mail: xxxx@yahoo.com

HUMAN RESOURCES LEADER - CHANGE MANAGEMENT

Visionary leader creating work environments where employees and organizations excel

Demonstrated Competencies:

Change Leadership
Employee Relations
Executive Coaching
Project Management
Benefits Management
Budgets & Forecasting
Process Improvement
Training & Development
HR Policy and Procedures
Operational Cost Analysis
Organizational Development

EXECUTIVE PROFILE

- Strategic visionary leader** with over 12 years of technical knowledge in all facets of company Human Resources Management, Finance & Accounting, and Project/Operations Management
- Proven executive level background** shifting individuals, teams, and organizations from a current state to a desired future state; effectively prioritizing company assignments and staff responsibilities to align with company mission objectives
- Excellent critical thinking and analytical ability** evaluating business operational activities at a high level and implementing value added processes that positively impact company bottom line and employee morale
- Identifying effective partnerships at various levels of an organization** to develop efficient processes and HR programs that directly result in reduced company operational expenses, increased profitability, and a production internal workforce
- Highly articulate, diplomatic, and persuasive** when interacting with various personality types and excellent reputation for promoting a positive and productive work environment

"Innovation distinguishes between a leader and a follower" - Steve Jobs

CAREER ACCOMPLISHMENTS

Enduring Contributions: Change Leadership | Transformational HR Solutions | Organization Development

Finance/Human Resource Manager | Promise House Inc. | Dallas, TX

December 2010 – June 2012

Non-profit organization specializing in providing direct care to over 3,000 teens and their families each year. Promoted to Finance/Human Resource Manager after 6 months of employment

- Created policies and procedures instrumental in establishing the company HR Department and a collaborative company culture which **increased employee morale by 50%**
- Established compliance in accordance with government provisions; FMLA, ADA, ADEA, and EEO guidelines by completing the Employment Law Training 2012 in order to eliminate EEOC lawsuits
- Key manager in identifying training deficiencies and improving staff development plans by collaborating with an ADP HR Business Solutions Partner
- Eliminated payroll time and attendance discrepancies by implementing a new procedure through ADP ezLabor Manager which **increased production and efficiency by 85%**
- Devised strategies to recruit quality and diverse talent that delivered on expected employee performances
- Earned a reputation for accurate talent assessment, saving the company time and money with adequate staffing
- Streamlined the garnishment process for payroll by implementing a more efficient procedure that **freed up 20% more time for the HR Coordinator** to be utilized on other pertinent business projects
- Created **one time cost savings of \$7,000** for the company by researching and selecting new vendors with lower electricity usage rates
- Evaluated accounts payables processes and restructured check run frequency to weekly versus semi-monthly; the new process eliminated late charges and **saved the company 20% in late fees**

Enduring Contributions: Small Business Solutions | HR Payroll Management

Consultant | Self Employed

January 2009-December 2010

Provided consultation services for various small startup businesses; Assisted clients with setting up new procedures and processes for credit card transactions, customer account management, sales invoice processing, accounts payable, and payroll administration.

ROSALYN D. WASHINGTON

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Enduring Contributions: HRIS System Analysis & Implementation | Benefits Administration

Consultant/Project Manager | Robert Half Management Resources | Dallas, Texas

February 2008-December 2008

Consultant for Private Equity Firm engaged in diverse business activities with 100+ subsidiaries. Worked directly with CFO and CEO; performed client specific management including Payroll/Benefits Administration, Human Resources, and Accounting.

- Analyzed and reviewed current payroll procedures and made recommendations to implement new policies and procedures that **increased productivity by 30% for multi-state payrolls.**
- Recommended and implemented ADP HR Benefit Solution that led to best-practice operations and **reduced reporting delays by 90%.**
- Timely reconciled and processed all employee billings including Medical, Dental, Life, Worker's Compensation, 401K, and COBRA .

Enduring Contributions: Project Budgeting and Forecasting | Coaching, Training, and Mentoring

Senior Project Controller | Deloitte Consulting, LLP | Irving, Texas

December 2006- December 2007

The leading professional services organization in the U.S. specializing in audit, tax, consulting and financial advisory services.

- Aided in **reducing client overhead by 30% of the budgeted cost** associated with employing personnel resources for projects.
- Facilitated and coordinated training sessions that provided consultants with technical insight on how to use Excel efficiently.
- Supported various project/engagement teams by successfully managing the financial analysis & reconciliation process; and implementation of project management controls.

Enduring Contributions: Reducing Company Risk | Project Collaboration

K-Force & Robert Half International | Dallas, Texas

July 2005 – November 2006

Consultant with Bear Stearns (EMC Mortgage); analyzed root causes and established new approaches to resolving system balancing exceptions ("breaks") related to the purchase, sale, securitization, and servicing of mortgage loans.

- Team received recognition for resolving the breaks and reaching each goal by deadline minimizing the company risk exposure.

Controller with All Church Home for Children; assisted with the system conversion; and reviewed all account balances and grant processes

- Successfully collaborated with accounts payable department and program managers at All Church Home for Children in updating grant funding status by federal funding deadline.

Accounting Consultant with Healthcare Vision, a health care industry provider of software modules dedicated to large hospitals, pharmacists, and physician's offices.

Enduring Contributions: Innovative Solutions Driving Company Revenue | Quality Assurance | Process Improvement

Tyler Technologies | Dallas, Texas

November 2000 - May 2005

Nationwide, publicly-traded company reporting 1,400 employees and annual sales of \$172MM dedicated to designing software geared to the needs of governmental agencies.

- Recognized by CFO for instrumental role in resolving company payroll crisis. Developed new company policies & procedures for Accounts Payable & Payroll Department.
- **Divisional Controller**- Managed company daily accounting operations including AME closing and balance sheet account reconciliation .
- Developed internal controls for accounts payable, payroll, and cash management. Prepared monthly and quarterly financial statements for subsidiary operations. Created quarterly audit packet including schedules and variance explanations.
- **Cash Manager/Senior Accountant** - Managed sixteen bank reconciliation's to include payroll, controlled disbursements, and corporate operating account.
- Provided daily cash position and worksheet analysis; resolved all cash discrepancies for lockbox, cash disbursements, and positive pay.

Enduring Contributions: Organization Training Design and Development

Consultant | Lavinski & Allan Associates | Dallas, Texas

July 1999 - November 2000

Consultant responsible for contractual and internal reports, proposals, and authorizations for projects and military programs for Northrup Grumman utilizing PowerPoint and SAP software. Designed and created curriculum for manager to deliver to company training class.

ROSALYN D. WASHINGTON

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Enduring Contributions: Improving Company Bottom Line | Cost Effective Budget Systems | Financial Improvement

Association of Energy Service Companies | Senior Financial Manager | Houston, Texas

February 1997 - June 1999

Directed the daily activities of all aspect of accounting, human resources, and benefits administration for a nonprofit company providing information with regard to safety in the Oil and Gas industry via seminars and trade shows.

- Compiled workers compensation reports and assisted with the implementation of a new 401K program.
- **Audited membership dues and was responsible for generating a \$200K increase in company revenue;** negotiated lower benefits premiums of company medical, dental, and vision care plans with insurance carriers.
- Implemented Budget System that resulted in **elevated membership summer/winter meeting profits by \$50,000.**
- Conducted Research Studies that **Identified cost/productivity Improvements which led to company Savings of \$20,000.**

Enduring Contributions: Continuous Financial Improvement | Leadership and Coaching

XTO Energy | Accountant | Fort Worth, Texas

February 1995 - June 1996

Supervised and mentored interns in accounting department; analyzed, coded, and reviewed joint interest billings. Managed weekly check processing cycles; reconciled and prepared quarterly 1099 reports.

EDUCATION & TRAINING

Texas Wesleyan University | Fort Worth, Texas

Bachelor of Business Administration, December 1994

Professional Development:

*Progressive Discipline
Rewards and Recognition
Analyzing Leadership Styles
Impact of Effective Feedback
Using Behavioral Interviewing
Resolving Conflict in the Workplace
Preventing Harassment for Managers*

*Customer Service: It's the Little Things
Employment Laws, Regulations & Compliance
ADP Discipline and Termination Course Trainings
CM Rosen Nonprofit Accounting Standards A-133
ADP Resource University Training-Candidate Screening
ADP Resource University Recruitment Solutions Trainings
Easy Labor Manager Trainings All 3 Parts-Employee, Supervisor, Administrator*

Human Resources Training:

*Avoid Successful Lawsuits by Employees
ADA, WC, & FMLA
Employment Law 2012*

PROFESSIONAL AFFILIATION

Member of Dallas Human Resource Association and SHRM - 2011 - Current

Child of Destiny and Women of Influence Volunteer/Overseer of Budgeting/Registration - 2000 - 2004

Women of Influence: Member, Executive Conference Board - 2000 - 2004

TECHNICAL PROFICIENCY

Epikor 7.3, FRX Report Launcher, ADP PayExpert, ADP EasyPay, ADP, TotalSource, ADP ezLabor Manager, ADP Screening and Selection, ADP HR-Benefit Solution, MS Word, Excel, PowerPoint, QuickBooks Pro, Peachtree (Sage), Turbo Tax, Vantage, Oracle, Taxware, Netconnect Banking Software, FWIN Banking System (Bank One), Solomon, ADP (General Ledger), WITS (Whole-loan Inventory Tracking System), Fidelity (Loan Servicing System), SAP, MIP (Management Fund Accounting Software-Nonprofit), Wolfpack