

Ana Laura Botello

01430 - Webb County - Human Resources Director - Human Resources Dept.

Contact Information -- Person ID: 33225615

Name:	Ana Laura Botello	Address:	1013 Blancas Drive Laredo , Texas 78045
Home Phone:	956-286-4811	Alternate Phone:	
Email:	albotello75@gmail.com	Notification Preference:	Email
Former Last Name:	Ruiz	Month and Day of Birth:	01/30

Personal Information

Driver's License:	Yes, Texas , 12023269 , Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Regular

Types of work you will accept:

Full
Time

Types of shifts you will accept:

Day

Objective

Seeking a leadership position where I can apply my 15+ years of HR knowledge and experience.

Education

College St. Edwards University 8/1993 - 5/1998 Austin, Texas	Did you graduate: Yes College Major/Minor: Degree Received: Bachelor's
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Work Experience

Hiring Specialist 5/2015 - Present Laredo Medical Center www.laredomedical.com 1700 E. Saunders Laredo, Texas 78040 956-796-3720	Hours worked per week: 40 Monthly Salary: \$0.00 # of Employees Supervised: 0 Name of Supervisor: Danielle Flores - HR Director May we contact this employer? Yes
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Duties

Develop and execute recruiting plans.
Develop and execute programs affecting recruiting and retention.
Implement programs that directly affect employee turnover and employee satisfaction. Coordinate and implement different recruiting initiatives and recruiting campaigns. Responsible for the communication to all new recruits regarding company comprehensive benefit package. Set continuous improvement plans to meet the organization's financial goals.

Reason for Leaving

Seeking a leadership position in the HR sector.

Certificates and Licenses**Skills**

Office Skills

Typing:

Data Entry:

Languages

Spanish - Speak, Read, Write

Additional Information**References****Resume****Text Resume****Attachments**

Attachment	File Name	File Type	Created By
Ana Laura Botello Resume RDB edits(Autosaved).docx	Ana Laura Botello Resume RDB edits(Autosaved).docx	Resume	Job Seeker
Ana Laura Botello Resume RDB edits(Autosaved) (1).docx	Ana Laura Botello Resume RDB edits(Autosaved) (1).docx	Resume	Job Seeker
15062757742761299581082.jpg	15062757742761299581082.jpg	Diploma/Degree	Job Seeker

Agency-Wide Questions

1. Q: Where did you first hear about this opportunity?

A: Friend

2. Q: If you are under 18 years of age, can you provide required proof of your eligibility?

A: Yes

3. Q: Have you ever filed an application with us before?

A: No

4. Q: If yes, give date.

A:

5. Q: Have you ever been employed with us before?

A: No

6. Q: Are you currently employed?

A: Yes

7. Q: May we contact your present employer?

A: Yes

8. Q: Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.

A: No

9. Q: On what date would you be available for work?

A: November 2017

10. Q: Are you available to work:

A: Full Time

11. Q: Are you currently on "lay off" subject to recall?

A: No

12. Q: Can you travel if the job requires it?

A: Yes

13. Q: Have you ever been convicted of a felony within the last 7 years?

A: No

14. Q: Do you have any relatives working here?

A: Yes

15. Q: Are you a military veteran?

A: No



ANA LAURA BOTELLO

1013 Blancas Drive Laredo, Texas 78045

956-286-4811

albotello75@gmail.com

OBJECTIVE

Seeking a position where I can apply my HR knowledge and experience.

EXPERIENCE

Laredo Medical Center

Hiring Specialist/May 2015-Present

- Develop and execute recruiting plans.
- Develop and track measurable facets of the recruiting and hiring process.
- Set continuous improvement goals.
- Coordinate and implement college recruiting initiatives.

Laredo Specialty Hospital

Director of Human Resources/October 2006-November 2011

- Responsible for the overall performance of Human Resources Dept.
- As a member of the Senior Management team, supervised and provided consultation on strategic staffing plans, compensation, benefits, training and development, department budget and labor relations.

United Independent School District

Bilingual Teacher/July 2003-October 2006

- Teach children in a classroom at an elementary school at the kindergarten level.
- Introduce children to mathematics, language (Spanish and English), science and social studies.
- Plan, evaluate and assign lesson plans.

Doctor's Hospital of Laredo

Human Resources Generalist/Asst. to Director of HR March 2000-February 2003

- Recruiter, benefit coordinator, and manage employee relations
- Guide and inform employees, directors, and staff on company policies, regulations, and hospital activities
- Supervise and evaluate HR staff
- Facilitate orientation for new hires, volunteers, and clinical students
- Attend job fairs held locally and the surrounding communities
- Administer employee benefits program
- Conduct interviews and evaluate candidates
- Implement a new compensation program
- Check state licensures as per the JACHO guidelines
- Conduct exit interviews
- Coordinate employment advertisements and prepare on-line job posting
- Oversee the input of new employee information into the payroll system and assure all documentation is presented
- Formulate reports and data as needed

GOOD SHEPHERD MEDICAL CENTER

Human Resources Assistant September 1999-December 1999

- Coordinate employee services
- Facilitate employee orientation for full time, part time, and PRN employees
- Process payroll changes for 2000 employees
- Administer tuition reimbursement and personal time (PT) donation program
- Reconcile Flexible Spending Accounts

HARCOURT BRACE

The Psychological Corporation

Human Resources Specialist

December 1998-September 2000

- Act as a liaison between employee concerns and corporate policies
- Train supervisors in Automatic Data Processing (ADP)
- Maintain PeopleSoft, ADP databases and formulate Crystal Reports
- Conduct orientation for contracted employees
- Schedule interviews and arrange travel for candidates
- Coordinate employee banquet and special company events
- Perform verbal and written employee verifications

EDUCATION

St. Edward's University Austin, Texas May 1998 BBA

St. Augustin High School Laredo, Texas May 1993 High School Diploma

AWARDS AND ACKNOWLEDGEMENTS

- Employee of the Month November 2016-Professional Category
- Member of the Society of Human Resources Management, SHRM
- Member of the City of Laredo Women's Commission
- Member of the Society of Martha Washington

Saint Edward's University

Upon the recommendation of the Faculty
has conferred on

Ana Laura Ruiz

the Degree of

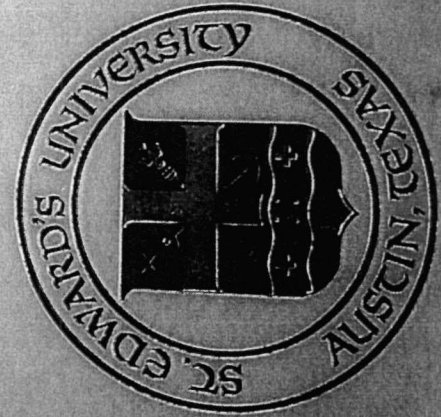
Bachelor of Business Administration

with all the rights, honors, and privileges thereunto appertaining.

In witness thereof, the Seal of the University and the signatures of
the President and the Executive Vice President are hereto affixed

Given at Austin, Texas, on December 12, 1998.

George E. Mark
President



Anne D. Juch, PhD
Executive Vice President

Ernesto Guajardo

Application Detail

[View Exam Plan](#) [View All Applicants](#) [View Applicants By Step](#) [Education Scoring](#) [Work Experience Rating](#) [Special Credit Rating](#) [Add Skills](#) [View Master Profile](#)

[Show Candidate Disposition](#)

Application 9 of 20

[« Previous Applicant](#) | [Next Applicant »](#)

[Print View](#)

01430 - Webb County - Human Resources Director - Human Resources Dept.

Contact Information – Person ID: 17145324

Name:	ERNESTO GUAJARDO	Address:	3316 S. JARVIS LAREDO, Texas 78046 US
Home Phone:	(956) 285-1511	Alternate Phone:	(956) 285-1511
Email:	equaiardo1@live.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	12/02

Personal Information

Driver's License:	Yes, Texas , 05352483 , Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree

Preferences

Preferred Salary:	\$95,000.00 per year
Are you willing to relocate?	No
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day

Objective

Please accept the following as an expression of genuine interest in pursuing the position of Director of Human Resources. I am confident that as a visionary Leader, and Licensed Educator with a Master's Degree, coupled with 42 years' experience, 32 of those years in administration, focusing on human resource management, conflict resolution and comprehensive delivery of quality, cost effective services that address public needs, I would meet the challenges of this position.

Education

Graduate School TAMU [Unspecified Start] - [Unspecified End] LAREDO, Texas	Did you graduate: Yes College Major/Minor: EDUCATION ADMINISTRATION/Mid Management Certificate Degree Received: Master's
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Work Experience

Executive Director for Human Resources 12/2006 - 7/2010 LAREDO ISD laredoisd.org 1703 HOUSTON LAREDO, Texas 78040 (956) 273-1401	Hours worked per week: 40 Monthly Salary: \$8,416.00 # of Employees Supervised: 22 Name of Supervisor: DR. Ron McLead - SUPERINDENDENT May we contact this employer? Yes
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Duties

Lead and managed district human resources activities to ensure legally sound and effective human resource management practices. Responsible for the development and implementation of human resource programs to include wage and salary administration, leave administration, recruitment and staffing, and employee communications. Revised and implemented local school board policies and administrative regulations to better enforce employment Federal and State mandates and to give the District flexibility in replacing unsuccessful personnel and revised contract policy to address individuals who are funded with grant monies to curtail over staffing and commitment from the District beyond the grant timeline. I coordinated all personnel grievances and investigations dealing with alleged complains of discrimination including Title IX, ADA, Section 504 compliance and sexual harassment. I coordinated all personnel grievances and investigations dealing with alleged complains of discrimination including Title IX, ADA, Section 504 compliance and sexual harassment. I presided on Level II hearings, and presented all Level III hearings to the Board of Trustees as well as cases before the Texas Education Agency dealing with personnel and violations of federal and state mandates as well as local polices.

Reason for Leaving RETIRED

CAMPUS ADMINISTRATOR 8/2003 - 11/2006

LAREDO ISD LAREDOISD.ORG 1702 HOUSTON LAREDO, Texas 78040 (956) 273-6200	Hours worked per week: 40 Monthly Salary: \$7,083.00 # of Employees Supervised: 110 Name of Supervisor: Dr Severita Sanchez - Executive Director May we contact this employer? Yes
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Duties

1. Interview, select, and orient new staff. Approve all personnel assigned to campus.
2. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
3. Observe employee performance, record observations, and conduct evaluation conferences with staff.
4. Assign and promote campus personnel based on performance.
5. Make recommendations to superintendent on termination, suspension, or non-renewal of employees assigned to campus.
6. Work with campus-level planning and decision-making committees to plan professional development activities.
7. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.
8. Prepared and managed budgets and cost estimates

Reason for Leaving
PROMOTION

VM TREVINO MAGNET SCHOOL PRINCIPAL/FINE ARTS SUPERVISOR
8/1995 - 8/2003

LAREDO ISD
laredoisd.org
1702 HOUSTON
LAREDO,, Texas 78040
(956) 273-1000

Hours worked per week: 40
Monthly Salary: \$5,666.00
of Employees Supervised: 55
Name of Supervisor: DR. PAUL CRUZ - SUPERINTENDENT
May we contact this employer? Yes

Duties

1. Interview, select, and orient new staff. Approve all personnel assigned to campus.
2. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
3. Observe employee performance, record observations, and conduct evaluation conferences with staff.
4. Assign and promote campus personnel based on performance.
5. Make recommendations to superintendent on termination, suspension, or non-renewal of employees assigned to campus.
6. Work with campus-level planning and decision-making committees to plan professional development activities.
7. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.
8. Prepared and managed budgets and cost estimates

Highlighted Achievements

- Implemented the Smith-Dewar Program which provides proficiency in writing, English and mathematics. The program is designed to strengthen P-SAT, SAT, and ACT scores.
- Students taking the State assessment consistently score in the 90th percentile range, far exceeding the district and state averages.
- All the National Hispanic Merit Scholars from our District during my tenure attended VMT.
- Required all seniors to prepare a thesis project (Magnet Advantage Project-MAP) which involved faculty committees guiding students through set criteria of a project, including topic selection, research, prepare and present final thesis projects.
- Implemented cooperative education learning opportunities thru processes of education that formally integrated students' academic studies with practical experience in participating organizations and businesses. Through this integration of study and practical experience, students enhanced their academic knowledge, personal development, and professional preparation thru real world experiences.
- Prepared, administered and implemented federal, state and local grants in an effort to facilitate accelerated learning and "real world" experiences for our students.

Reason for Leaving
REASSIGNED**Certificates and Licenses**

Type: TEXAS EDUCATION AGENCY Mid-Management Administrator
Number:
Issued by: TEXAS EDUCATION AGENCY
Date Issued: 10 /1993 Date Expires:

Skills

Office Skills
Typing:
Data Entry:

Languages

Spanish - Speak, Read

Additional Information**References**

Professional
SANCHEZ, Dr. SEVERITA
Former Superintendent of Schools
4823 Patio Lane
LAREDO, Texas 78041
(956) 740-4303
severita.sanchez@sbcglobal.net

Professional
WALKER, MARTA E.
HR SPECIALIST
1702 HOUSTON
LAREDO, Texas 78040

Office (956) 273-1016 Cell (956) 251-2862
mwalker@laredoisd.org

Professional

McLeod, Dr. Ron

Former Laredo ISD Superintendent
 3708 Masters Court
 League, Texas 77573
 Cell (832) 651-9531 Home (281) 538-1116
sronmcleod@comcast.net

Resume**Text Resume****Attachments**

Attachment	File Name	File Type	Created By	Action
MASTER of SCIENCE in EDUCATION.docx	MASTER of SCIENCE in EDUCATION.docx	Diploma/Degree	Job Seeker	Edit
ERNESTO GUAJARDO RESUME HR.docx	ERNESTO GUAJARDO RESUME HR.docx	Resume	Job Seeker	Edit
LETTER OF TRANSMITTAL HR.docx	LETTER OF TRANSMITTAL HR.docx	Cover Letter	Job Seeker	Edit

Agency-Wide Questions

1. Q: Where did you first hear about this opportunity?
A: Internet

2. Q: If you are under 18 years of age, can you provide required proof of your eligibility?
A:

3. Q: Have you ever filed an application with us before?
A: Yes

4. Q: If yes, give date.
A: June 2017

5. Q: Have you ever been employed with us before?
A: No

6. Q: Are you currently employed?
A: No

7. Q: May we contact your present employer?
A: Yes

8. Q: Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.
A: No

9. Q: On what date would you be available for work?
A: I am retired, so anytime.

10. Q: Are you available to work:
A: Full Time

11. Q: Are you currently on "lay off" subject to recall?
A: No

12. Q: Can you travel if the job requires it?
A: Yes

13. Q: Have you ever been convicted of a felony within the last 7 years?
A: No

14. Q: Do you have any relatives working here?
A: No

15. Q: Are you a military veteran?
A: No

« [Previous Applicant](#) | [Next Applicant](#) »

Laredo State University

Be it known that

Ernesto Guajardo

having satisfactorily completed the Course of Study as prescribed by this Institution and having complied with all other requirements of the University is awarded the degree of

Master of Science in Education

In Witness Whereof, this diploma duly signed has been issued and the seal of the University affixed.
Issued by the Board of Regents upon recommendation of the Faculty at Laredo, Texas.

August 21, 1993

Ross Margrave Jr.
Chairman, Board of Regents



Leo Aguirre
President

Herbert H. Richardson
Chancellor

Clifford M. Black
Dean

Ernesto Guajardo

Improving Performance • Enhancing Programs • Inspiring Systemic Change

3316 S. Jarvis, Laredo, Texas 78046

(956) 285-1511

eguajardo1@live.com

EXPERIENCED EDUCATOR

...dedicated to guiding students to succeed, survive and adapt to a fast-changing and complex society

Visionary Leader, Bridge Builder and Licensed Educator with a Master's Degree, coupled with 42 years' experience, 32 of those years in administration, focusing on human resource management, college preparatory education, conflict resolution and comprehensive delivery of quality, cost effective services that address public needs.

SUMMARY OF QUALIFICATIONS

- **Experienced in administrative hearings:** As Executive Director for Human Resources, I coordinated all personnel grievances. Presided on Level II hearings and presented all Level III hearings to the Board of Trustees. Presented cases before the Texas Education Agency dealing with personnel and violations of federal and state mandates as well as local polices. Served as co-chairman of the Webb County Grievance Committee
- **Specializations include:** School administration with an emphasis in conflict resolution, human resources and secondary post high school education
- **Revised and implemented** local school board policy and administrative regulations in an effort to better enforce employment Federal and State mandates.
- An **enthusiastic, creative, and passionate educator, mentor and advisor** who believes that all children can learn and thrive in a post-secondary learning environment that is stimulating, comforting and appropriate to their unique talents and abilities.
- **Leverage Resources / Strategic Collaborations** – Developed collaboration between parents, schools, community and local authorities in an effort to realize a foundation of college readiness and student success in an effort to improve quality of life.

HIGHLIGHTED PROFESSIONAL EXPERIENCE

Laredo Independent School District, Laredo, Texas Executive Director for Human Resources

Lead and managed district human resources activities to ensure legally sound and effective human resource management practices. Responsible for the development and implementation of human resource programs to include wage and salary administration, leave administration, recruitment and staffing, and employee communications. Interpreted and recommended personnel policies and regulations for the district.

Highlighted Achievements

- Eliminated continuing contracts, placing teachers on term contracts. We were one of a few Districts in Texas that had continuing contracts.
- Organized and implemented a special investigative unit to address employee investigations and child abuse cases. The unit also serves as the main resource for administrators seeking clarification on a variety of topics such as child abuse and search and seizure laws.
- Closed investigations that had placed staff on paid leave for over a year, all 13 individuals resigned.
- Initiated and implemented training for the district's 450 substitutes.
- Revised & implemented Board policy to curtail excessive employee absences (*DEC*) *Local* There were teachers who had over 60 absences. These teachers are no longer with LISD.
- Initiated training for all administration for certification on reasonable suspicion.
- Revised & implemented drug policy for drug and alcohol testing (*DHE*) *Local* for all employee. There several employees who are no longer in our District due to the enforcement of this policy.
- Wrote and implemented dress code for all District employees.

- Revised contract policy in order to address individuals who are funded with grant monies in an effort to curtail overstaffing and commitment from the District beyond the grant timeline.
- Grow your own teacher program – 21 teacher aides became teachers
- Provided employment for 69 future teachers as teacher aides through the AMI/ARI Grant
- Place Athletic Campus coordinators on a teaching contract instead of an administrative contract giving the District flexibility in replacing unsuccessful personnel.
- Established and maintained a climate that demonstrated respect and dignity for every individual in every school and department.

Laredo Independent School District, Laredo, Texas
Vidal M. Trevino School of Fine Arts and Communications
Principal

Developed, promoted and implemented school curricula that placed emphasis on accelerated learning and performance, college preparation and "real world" experiences.

Highlighted Achievements

- Defined high expectations for staff performance and rigorous evaluations of all staff using multiple data source.
- Assigned campus personnel based on campus needs, effectiveness and performance outcomes
- Implemented the Smith–Dewar Program which provides proficiency in writing, English and mathematics. The program is designed to strengthen P-SAT, SAT, and ACT scores.
- Students taking the State assessment consistently score in the 90th percentile range, far exceeding the district and state averages.
- All the National Hispanic Merit Scholars from our District during my tenure attended VMT.
- Required all seniors to prepare a thesis project (Magnet Advantage Project-MAP) which involved faculty committees guiding students through set criteria of a project, including topic selection, research, prepare and present final thesis projects.
- Implemented cooperative education learning opportunities thru processes of education that formally integrated students' academic studies with practical experience in participating organizations and businesses. Through this integration of study and practical experience, students enhanced their academic knowledge, personal development, and professional preparation thru real world experiences.
- Prepared, administered and implemented federal, state and local grants in an effort to facilitate accelerated learning and "real world" experiences for our students.

Laredo Independent School District, Laredo, Texas
Lamar Middle School &
Cigarroa Middle School
Assistant Principal

Assisted school principals in overall administration of instructional programs and campus operations and coordinate assigned student activities and services.

Highlighted Achievements

- Promoted, developed and implemented high expectations for staff and for students in instructional and performance program
- Encouraged the development and piloting of innovative instructional programs.
- Planned and/or provided staff development training for teachers and staff
- Established and maintained an environment conducive to positive staff morale
- Assumed leadership in establishing, implementing and evaluating campus improvement goals.
- Prepared and managed budgets and cost estimates.

Laredo Independent School District, Laredo, Texas
Music Supervisor

Supervise and evaluate the music program in order to ensure that every student had the opportunity to participate in a well-balanced music program that meets their needs and the state requirements.

Highlighted Achievements

- Defined high expectations for staff performance and rigorous evaluations of all staff using multiple data source
- Assigned campus personnel based on campus needs, effectiveness and performance outcomes
- Provided assistance to music teachers in creating their own assertive discipline plan through staff development.
- Assisted School Attorney in preparing recommendations of Board Policies and hearings pertinent to school personnel. Assisted administration and school attorney in matters of dismissal grievance and discipline.
- Prepared and managed budgets and cost estimates.

United Independent School District, Laredo, Texas
Administrator Assistant / Director of Transportation

Researched, editorialized and composed logistical and demographic technical information and proposed alternative solutions to problems dealing with students' transportation and traffic flow.

Highlighted Achievements

- Researched, editorialized and composed logistical and demographic technical information and proposed alternative solutions to problems dealing with school districting, students' transportation and traffic flow. Presented study to Board of Trustees and Citizens Building
- Defined high expectations for staff performance and rigorous evaluations of all staff using multiple data source
- Liaison officer to Texas Association of School Boards regarding T.A.S.B. policy updates
- Liaison officer to school attorney.
- Prepared, managed and implemented a balance budget with minimal local funding thru Federal and State funds

United Independent School District, Laredo, Texas
United High School
Assistant Principal

Assisted school principals in overall administration of instructional programs and campus operations and coordinate assigned student activities and services.

Highlighted Achievements

- Established, with the faculty, instructional goals and objectives in accordance with State and District policy for Southern Association.
- Responsible for the presentation of evidence to the District Hearing Officer and School Board of Trustees at all Disciplinary Hearing regarding student expulsions.
- Liaison Officer of Attendance Review Committee for senior class, hearing attendance matters from students and their parents.

United Independent School District, Laredo, Texas
United Middle School
Band Director

Responsible for elementary and high school levels of music and directed junior high and high school band

Highlighted Achievements

- Responsible for justified and administrated budget for the Music Department.
-

EDUCATION

M.Ed., Educational Leadership, Texas A & I International University
Mid-Management Administrator Certificate, Texas Education Agency
B.M., Education, Texas A & I University

Community Involvement

- President of the Laredo ISD District Parent Advisory Council
- Habitat for Humanity
- Feast of Sharing
- School Parent Volunteer
- Former Co-Chairman County Grievance Committee

References

John Kazen, Attorney at Law
211 Calle Del Norte, Suite 100,
Laredo, Texas 78041
Office (956) 712-1600
Cell (956) 286-9023
jkazen@Kmp-law.com

Blas Castaneda, Former City Councilmen and Laredo Community College Administrator
5301 Springfield Ave.
Laredo, Texas 78041
Home (956) 722-3826

Dr. Ron McLeod, Former Laredo ISD Superintendent of Schools

3708 Masters Court
League, Texas 77573
Home (281) 538-1116
Cell (832) 651-9531
sronmcleod@comcast.net

Dr. Severita Sanchez, Former Webb ISD Superintendent of Schools
4823 Patio Lane
Laredo, Texas 78041
Cell (956) 740-4303
severita.sanchez@sbcglobal.net

George M. Beckelhymer, Former President Laredo ISD Board of Trustees
4001 McPherson Suite 202
Laredo, Texas 78041
Office (956) 717-2340
Cell (956) 206-7296

Carlos Mejia, Former President United ISD Board of Trustees
1202 Houston
Laredo, Texas 78040
Office (956) 725-5057

Marta Walker, H.R. Specialist Laredo ISD
1702 Houston
Laredo, Texas 78040
Office (956) 273-1016
Cell (956) 334-8470
mwalker@laredoisd.org

Dr. Manuel Gonzalez. MD
1101 Corpus Christi St.
Laredo, Texas
Office (956) 727-8470
Cell (956) 334-8470

Ernesto Guajardo



September 21, 2017

Honorable Members of the Webb County Commissioners Court,

Please accept this letter as an expression of genuine interest in pursuing the position of Director of Human Resources. I know that my 32 years' experience in administration and my passion for Human Resources would make me the perfect candidate for this position. I have summarized my skills and abilities to highlight my background for your perusal:

- Visionary Leader, Bridge Builder and Licensed Educator with a Master's Degree coupled with 42 years' experience, 32 of those years in administration, focusing Human Resource management, school administration and conflict resolution.
- As Executive Director for Human Resources, I coordinated all personnel grievances and investigations dealing with alleged complains of discrimination including Title IX, ADA, Section 504 compliance and sexual harassment.
- As a school administrator, I investigated alleged complains dealing complains of discrimination including Title IX and ADA, Section 504 compliance and sexual harassment.
- I presided on Level II hearings, and presented all Level III hearings to the Board of Trustees as well as cases before the Texas Education Agency dealing with personnel and violations of federal and state mandates as well as local polices.
- Worked with School Attorney in hearings pertinent to school personnel in the District level as well as before the Commissioner of Education. Served as co-chairman of the Webb County Grievance Committee
- Revised and implemented local school board policies and administrative regulations to better enforce employment Federal and State mandates and to give the District flexibility in replacing unsuccessful personnel.
- Revised contract policy to address individuals who are funded with grant monies to curtail overstaffing and commitment from the District beyond the grant timeline.
- Revised & implemented drug policy for drug and alcohol testing (*DHE*) Local for all employee. There several employees who are no longer in our District due to the enforcement of this policy.
- Initiated training for all administration for certification on reasonable suspicion.
- Revised & implemented Board policy to curtail excessive employee absences (*DEC*) Local. There were teachers who had over 60 absences. These teachers are no longer with LISD.

- Closed investigations that had placed staff on paid leave for over a year, all 13 individuals resigned.
- Organized and implemented a special investigative unit to address employee investigations and child abuse cases. The unit also serves as the main resource for administrators seeking clarification on a variety of topics such as child abuse and search and seizure laws.

My revised application and resume are on file. Please note that the salary stated in said application is negotiable. I thank you for your kind consideration and eagerly await your response.

Respectfully yours,

Ernesto Guajardo

Sara Soto - Hinojosa

01430 - Webb County - Human Resources Director - Human Resources Dept.

Contact Information -- Person ID: 18029020

Name: Sara Soto-Hinojosa Address: 810 Topaz Trail
Laredo, Texas 78045 US

Home Phone: (956) 324-2655 Alternate Phone:

Email: ssoto@stx.rr.com Notification Preference: Email

Former Last Name: Month and Day of Birth: 06/09

Personal Information

Driver's License: Yes, Texas , 03778366 , Class C

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Master's Degree

Preferences

Preferred Salary: \$55.00 per year

Are you willing to relocate? Yes

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Types of shifts you will accept: Day

Objective

To find a challenging position where I can best use my skills and experience in order to help others.

Education**Graduate School**

Columbia Southern University
[Unspecified Start] - 4/2016
Orange Grove, Alabama

Did you graduate: Yes
College Major/Minor:
Organizational Leadership
Degree Received: Master's

College

George Mason University
[Unspecified Start] - 5/1985
Fairfax, Virginia

Did you graduate: Yes
College Major/Minor: Industrial
Psychology
Degree Received: Bachelor's

Work Experience**HR Director**

7/2014 - 12/2016

Texas Migrant Council
<http://tmccentral.org>
5215 McPherson Ave
Laredo, Texas 78040
(956) 722-5174

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 20
Name of Supervisor: Cesar Sotelo
- CEO
May we contact this employer? Yes

Duties

Oversee all functions and responsibilities of the HR Department for approximately 1200 employees in eight different states, including but not limited to: ensuring compliance with all applicable federal and state regulations (ADA, DOL, EEOC, FMLA, FLSA, OSHA). Monitor that performance evaluations, credentials, physicals, etc., are current and comply with regulations. Develop and disseminate job descriptions and departmental policies and procedures as required. Work closely with supervisors to manage employee relations issues, personnel administration and, performance management.

Staff Development Director

3/2003 - 7/2014

Texas Migrant Council
5215 McPherson Rd
Laredo, Texas 78040

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Norma Ybarra
- VP of HR
May we contact this employer? Yes

Duties

Second in command of the HR Department. Assisted VP of HR with various HR functions including supervising staff in her absence, training staff, and evaluating performance. Assist with training and implementation of HR policies and procedure. Responsible for the interpretation of federal regulations as well as developing and implementing a Staff Development program for all program staff. Responsible for designing and conducting a training needs assessment of staff and parents and developing a training plan to meet identified training needs. Coordinate with local colleges and universities to enhance staff training and education.

Reason for Leaving

Promoted to HR Director

Certificates and Licenses

Type: Professional in Human Resources

Number:

Issued by: HR Certification Institute

Date Issued: 12 /2005 Date Expires: 1 /2019

Type: Society for Human Resources Management Certified
Professional (SHRM-CP)

Number:

Issued by: Society for Human Resources Management

Date Issued: 1 /2016 Date Expires: 2 /2019

Skills

Office Skills

Typing: 65

Data Entry: 0

Languages

Spanish - Speak, Read, Write

Additional Information**References**

Professional

Cantu, Lourdes

HRIS Administrator

956 722-5174

Professional

Leal-Sanchez, Ruby

HR Manager

806 893 781-2237

Professional

Atkinson, Nestor

CIO
956 497-6956

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
MS Organizational Leadership.jpg	MS Organizational Leadership.jpg	Diploma/Degree	Job Seeker
RESUME SSH 2016.doc	RESUME SSH 2016.doc	Resume	Job Seeker
SHRM CP.jpg	SHRM CP.jpg	Diploma/Degree	Job Seeker
PHR.jpg	PHR.jpg	Diploma/Degree	Job Seeker
cover letter.doc	cover letter.doc	Cover Letter	Job Seeker

Agency-Wide Questions

1. Q: Where did you first hear about this opportunity?
A: Other

2. Q: If you are under 18 years of age, can you provide required proof of your eligibility?
A: Yes

3. Q: Have you ever filed an application with us before?
A: Yes

4. Q: If yes, give date.
A: April 2017

5. Q: Have you ever been employed with us before?
A: No

6. Q: Are you currently employed?
A: No

7. Q: May we contact your present employer?
A: Yes

8. Q: Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.
A: No

9. Q: On what date would you be available for work?
A: October 2, 2017

10. Q: Are you available to work:
A: Full Time

11. Q: Are you currently on "lay off" subject to recall?

A: No

12. Q: Can you travel if the job requires it?

A: Yes

13. Q: Have you ever been convicted of a felony within the last 7 years?

A: No

14. Q: Do you have any relatives working here?

A: No

15. Q: Are you a military veteran?

A: No

Columbia Southern University

By Authority of the Board of Trustees and on recommendation
of the Faculty hereby confers upon

Sara Soto - Hinjosa
the degree

Master of Science
Organizational Leadership

With all rights, privileges and honors thereto appertaining. In Testimony
Whereof, we have affixed our signatures and the Seal of the University.

Given at Orange Beach, Alabama,
this fourteenth day of April, two thousand sixteen.

Robert Mayes, Jr.
President



Jamey G. Howard
Chairman of the Board of Trustees

SARA I. SOTO-HINOJOSA, PHR, SHRM-CP
ssoto@stx.rr.com
(956) 324-2655

EDUCATION:

MASTER OF SCIENCE Organizational Leadership Columbia Southern University; Orange Beach, AL	2016
BACHELOR OF ARTS Psychology George Mason University; Fairfax, VA	1985
Universidad del Noreste Industrial Psychology Tampico, Tamps. Mexico	1980

RELEVANT CAREER EXPERIENCE

TEXAS MIGRANT COUNCIL, INC. Laredo, TX 07/14 – 12/16

Human Resources Director: Oversee all functions and responsibilities of the HR Department for approximately 1200 employees in eight different states, including but not limited to: ensuring compliance with all applicable federal and state regulations (ADA, DOL, EEOC, FMLA, FLSA, OSHA). Monitor that performance evaluations, credentials, physicals, etc., are current and comply with applicable regulations. Develop and disseminate job descriptions and departmental policies and procedures as required. Work closely with supervisors to manage employee relations issues, personnel administration and, performance management.

Staff Development Director 03/03 – 07/14

Responsible for the interpretation of Head Start components and federal regulations as well as developing and implementing a Staff Development program for all Migrant Seasonal Head Start program staff. Responsible for designing and conducting a training needs assessment of staff and parents and developing a training plan to meet identified training needs. Coordinate with local colleges and universities to enhance staff training and education.

Migrant and Seasonal Head Start Translator: 04/00 – 03/03

Responsible to translate and disseminate information of the MSHS Program to special targeted groups. Including but is not limited to: press releases, publications, marketing materials, program policies and procedures, meeting minutes and, simultaneously interpret at various meetings. Work closely with Program Area Directors, particularly the Family Services Director and help implement the Program Governance System of the Performance Standards.

Migrant Head Start Administrative Assistant to Asst. Director: 02/99 – 04/00

Answered and screened incoming calls; maintained calendar of events; assisted with all Policy Council activities including transcribing dictation of minutes of meetings; made conference travel arrangements; translated materials and information from English to Spanish and vice-versa; maintained communication with Directors and Regional staff; processed CDA applications; supervised clerical staff; helped supervisors with formatting and preparing proposals and grant applications; helped develop the Record Keeping System and provided training to regional staff during Preservice and Inservice; assisted Transition Director in the development of Transition Plan, forms and policies and procedures.

Migrant Head Start Secretary:

01/97- 01/99

Answered and screened incoming calls; assisted with a variety of administrative details; took and transcribed dictation of minutes of meetings; maintained good relationships and communications with MHS Regional Program Specialists, Parents and Central Office Staff

RELEVANT TRAININGS AND CONFERENCES

- WipFli Conference – Las Vegas, NV
- OMB Uniform Guidelines Training – Nashville, TN
- HR Southwest Annual Conferences – Dallas, TX
- Dykema Cox Smith: Navigating DOL's Latest Overtime Exemption Regs. – San Antonio, TX
- Managing Human Resources in Head Start
- Integrated Electronic Systems for HS Program Policies, Procedures and Professional Development
- Learning About FMLA – Laredo, TX
- Texas Association of Business Conference – San Antonio, TX
- Supervisor Drug/Alcohol Reasonable Suspicion Training – Laredo, TX
- Succession Planning Retreat for MSHS Grantees
- Society of HR Management Seminar – Seattle WA
- National Child Abuse Prevention Conference – St. Louis, MO
- National Staff Development Association and Training Association Conferences
- TX Head Start Collaboration University/College Early Childhood Summit
- Results Based Accountability
- Facilitative Leadership – Laredo, TX
- Head Start Performance Standards In-Depth Review
- National Migrant Head Start Conference Tracks

PRESENTATIONS

- Annual Presenter to MSHS Policy Council on Bylaws and Parliamentary Procedures (audiences of 20-35 in English/Spanish 2000 – 2016) – Laredo TX
- Annual Presenter on "Roles and Responsibilities of Governing Bodies" (audience of 30-45 in English/Spanish 2002 – 2016) – Laredo TX
- Annual Presenter for Professional Development Opportunities for HS Staff and parents (audience of 75-150 in English/Spanish 2003 – 2014) – TMC sites
- Annual Presenter for Dress Code, Standards of Conduct, FMLA, FLSA, Harassment, HR policies and procedures (audience of 100- 145 in English/Spanish 2008 – 2016) – TMC sites
- Presenter at National Hispanic Institute on Program Governance Roles and Responsibilities (various sessions, audience of 30-45 in English/Spanish 2005) – Albuquerque, NM

ASSOCIATIONS

- Professional in Human Resources Certification (PHR)
- Society for Human Resources Management (SHRM)
- Society for Human Resources Management Certified Professional (SHRM-CP)
- Laredo Society of Human Resources Management (LARHM)
- National Society of Leadership and Success
- Founder of Ultimate Translations (2000-present). Responsible to translate a variety of documents for different clients; including but not limited to Head Start programs, private companies, manuals, close captioning of training videos.

SARA I. SOTO-HINOJOSA
(956) 324-2655
ssoto@stx.rr.com

LANGUAGES

Bilingual and Bicultural Spanish/English, proficient in writing, reading, speaking and translating both languages

COMPUTER SKILLS

Microsoft Office 2013; Windows XP, Vista, 7, & 10; Adobe Acrobat, proficient with the Internet, TeamViewer; HRIS KRONOS

PERSONAL DATA

- Willing to relocate anywhere in the US
- Strong leadership and management skills with the ability to engage, motivate, and empower staff and promote a positive working environment
- Hard working, energetic, self motivated, can work alone or as part of a team
- 10+ years experienced in Human Resources, Management and customer relations
- Ample knowledge of Head Start Performance Standards and Parliamentary Procedures
- Attention to detail, dependable, willing to learn, and willing to grow with the organization
- Excellent training skills and proficient in adult learning styles

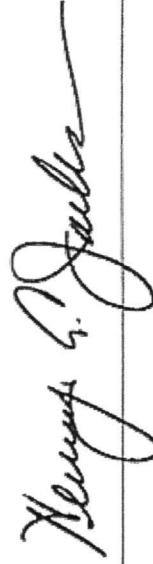
SHRM CERTIFIED PROFESSIONAL™

The Society for Human Resource Management (SHRM)
Hereby Certifies That

SARA SOTO-HINOJOSA
ACHIEVED THE SHRM CERTIFIED PROFESSIONAL
SHRM-CP™

By meeting the experience, education, and demonstrated Competency
and Knowledge requirement as established by SHRM.

Witness the signature of the duly authorized officer of SHRM:
Attest:



HENRY G. JACKSON
President and Chief Executive Officer

DECEMBER 8, 2015 • JUNE 30, 2019
CERTIFICATION PERIOD

DECEMBER 8, 2015
CERTIFIED SINCE





HEREBY CERTIFIES THAT

Sara I. Soto-Hinojosa

having met with distinction the high standards of education, experience and demonstrated knowledge established by this institute, has been certified as a

Professional in Human Resources

Witness the signature of the duly authorized officer of this institute:

PERIOD OF CERTIFICATION:

July 01, 2015 — June 30, 2018

ATTEST:



CHIEF EXECUTIVE OFFICER:

Amy S. Dufrene

Amy S. Dufrene, Ed.D., SPHR, CAE

CERTIFIED SINCE:

December 10, 2005

September 22, 2017

Sara I. Soto-Hinojosa
810 Topaz Trail
Laredo, TX 78045
(956) 324-2655

Human Resources Department

In response to your job advertisement on the Webb County webpage, please consider this my letter of interest in the Human Resources Director position you seek to fill. Due to my organizational skills, demonstrated ability to work under pressure, and knowledge of the different Human Resources functional areas, make this is a position where we can collaborate successfully.

The last position I held was as the Human Resources Director of a multi-million dollar non-profit (501C3) social services agency. As the person in charge of the HR department, providing orientation, training, assistance, and mentoring to various employees over the years were only part of my responsibilities. Resolving complaints and providing guidance to staff both in HR and in the field were other areas. I was instrumental in the development of various policies and procedures, wage comparability studies, job descriptions and monitored implementation of the same.

My conflict resolution skills, HR knowledge, as well as that of Federal regulations are ample. I have practiced HR for over 12 years, the last two as indicated above as the HR Director. Prior to that I was the second person in command of the HR Department and was often left in the role of supervisor in the absence of the VP of HR.

I would be pleased to arrange a brief meeting at a mutually convenient time. I am bilingual, English/Spanish, am available to travel and relocate, if necessary. Thank you.

Sincerely,

Sara Soto-Hinojosa

Sara I. Soto-Hinojosa, PHR, SHRM-CP
ssoto@stx.rr.com