

SARA I. SOTO-HINOJOSA, PHR, SHRM-CP
810 Topaz Trail
Laredo, TX
(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 Head Start 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 all TMC MSHS 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.

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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

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- 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.

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 and, self motivated
- 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 to grow with the organization
- Excellent training skills and proficient in adult learning styles