

PRESENTATION OF QUALIFICATIONS

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CAREER SUMMARY

An innovative human resources executive with extensive experience and excellent performance record in diverse operations in both public and private sectors. As a generalist, gained proficiency in all aspects of human resources operations from salary/budget planning and compensation analysis to benefits administration to development and implementation of policies and procedures with responsibility for over 2000 personnel. Strong personnel management, motivational, supervisory, and administrative skills.

Personnel

- Identify and recruit professional, paraprofessional, and clerical personnel.
- Preliminary qualifications assessment of applicant/candidate pools.
- Interview and screen applications; verify credentials.
- Review and update job descriptions and facilities accessibility for ADA compliance.
- Negotiate recruitment package incentives and employment contracts.

Employee Relations

- Initiate employee recognition and award programs.
- Institute flex-time scheduling and special accommodations reducing absenteeism.
- Arbitrate, negotiate, and successfully resolve disputes with minimal work disruption. Investigate and resolve EEOC complaints.

Employee Benefits

- Administer major health and benefits plans; coordinate employee assistance programs.
- Consult on negotiations for contract terms with variety of employee benefits providers.
- Revise summary plan descriptions, enrollment materials, and flexible benefits programs.

Employee Training

- Conduct new employee orientation programs and information sessions.
- Develop and present in-service training sessions on optimal management skills.
- Develop and present awareness training on workplace drug abuse and prevention.

Administration

- Manage payroll division of accounting department.
- Organize, write, and edit policies for employee procedure manuals.
- Prepare budgets on-time, within guidelines and conservative economic forecasts.

Supervision

- Coordinate grievance board proceedings; resolve employee performance/discipline problems.
- Work with risk manager to develop and implement safety awareness and enforcement programs.
- Collaborate with senior organization officials on staffing needs and personnel issues.

Investigations

- Establish case facts, issues for investigation, and background information.
- Coordinate investigation team; develop preliminary information.
- Identify fraudulent claims and introduce evidence to dismiss case.

SUMMARY OF QUALIFICATIONS

- Broad perspective and insight into diverse organizational structures gained through experience in corporate and government environments.
- Particularly effective and experienced in developing new human resources departments.
- Expertise in dispute resolution and labor contract negotiations.
- Highly developed communication skills enhanced through experience in human resources assignments.

REPRESENTATIVE ACCOMPLISHMENTS

- Extensive expertise and success in developing entire personnel departments. Created human resources department requiring the administration of union-negotiated contracts. Implemented new pay scale and classification system to eliminate position redundancies.
- In position as vice president-human resources, recommended proposals to CEO to institute programs resulting in pay reduction.
- Successfully defended and resolved all EEOC claims.

AWARDS/RECOGNITION

- Outstanding Member, IPMA
- The HR Executive Award

CERTIFICATION

Certified Human Resources Professional

PROFESSIONAL EXPERIENCE

- 2003 to Present ABCO, Dallas, Texas
Vice President-Human Resources
Perform generalist functions as senior level human resources executive for high tech company headquartered locally with up to 300 employees. Achieved results by directing compliance standards in key human resources policies and processes, managing employee relations processes, and establishing a high performance work environment. Instituted programs and efforts that include reductions in cost of labor. Recruit nationally.
- 1989 to 2003 SPORTS AND ENTERTAINMENT CENTER, Baton Rouge, Louisiana
Human Resources Director
Successfully built a human resources department for largest sports and entertainment center in the United States. Implemented and administered human resources operations for over 2000 employees. Administered union-negotiated contracts for all unionized employees.
- 1979 to 1989 MAJOR CITY GOVERNMENT, Pascagoula, Mississippi
Personnel Director
As human resources generalist for government with 1000 employees, charged with constructing a new human resources department. Developed and implemented all personnel policies and procedures. Oversaw recruiting and hiring. Coordinated group benefits packages. Processed workers' compensation claims and investigations.

EDUCATIONAL BACKGROUND

MISSISSIPPI UNIVERSITY, Biloxi, Mississippi
Masters of Business Administration

SOUTHERN UNIVERSITY, Hammond, Louisiana
Bachelor of Science

CONTINUING PROFESSIONAL DEVELOPMENT

- Benefits Extension
- Hiring and Training
- Interviewing
- Federal Wage and Labor Law
- Drug Testing In The Workplace

PROFESSIONAL/CIVIC AFFILIATIONS

- International Personnel Management Association
- Society for Human Resources Management