

# Susan Snipes, SPHR, CPP, MS HRM

## Human Resources Consultant

Arlington, TX

[susan@employhrpro.com](mailto:susan@employhrpro.com)

817-691-7809

An experienced, certified HR professional, I have remotely supported companies of various sizes in multiple industries, states and countries. This has included tech startups.

Common areas of support include:

- Employee Relations
- Compensation Design
- Compliance/Audits
- Policy Review/Employee Handbooks
- Performance Management
- Training and Development
- Payroll Practices

Excellent Reviews on Upwork and LinkedIn!

Authorized to work in the US for any employer

## Work Experience

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### Owner/Consultant

Employ HR Pro, LLC

Employ HR Pro, LLC is a privately owned and expert led consulting company that services local and international clients. We provide our clients with short term HR project and recruiting solutions and long term HR consulting.

Companies Supported

Kirkegaard

Spy Tec

Amgen

Wen Den, Inc.

RDI

Confidential Companies

Confidential Individuals

Previous

HR Management (2 years' experience)

- Managed HR function for 100+ employees. This included employee relations, leave administration, payroll, benefits, training and development, compensation analysis, performance management, recruiting, onboarding, SOP creation, HRIS management and compliance.

HR Generalist (3 years' experience)

- Performed HR Generalist role for 250+ employees. This included employee relations, leave administration, payroll, benefits, training and development, compensation analysis, performance management, recruiting, onboarding, SOP creation, HRIS management and compliance.

#### Compensation Analysis (5 years' experience)

- Managed the compensation program for multiple companies.
- Major compensation project for one of the nation's leading plastics manufacturers. Includes creating pay ranges (min, mid and max) for all hourly employees based on local city data and a regional, industry specific salary survey. Includes identifying red circle and green circle employees and making recommendations.
- Short-term assignment rewriting and auditing all job descriptions for 300 employees at an aircraft manufacturing company; Creating job grades; Recommending pay adjustments according to changes in job duties; updating SOPs
- Completed a major compensation project for a law firm by creating an Excel spreadsheet with complex, interdependent formulas to calculate staffing ratios and on roll and FTE headcounts automatically as the master sheet was updated.
- Created an executive and employee bonus program for an Engineering firm geared towards accountability for company performance and profitability.

#### Training and Development (6 years' experience)

- Trained employees on Safety, including blood borne pathogens.
- Created original new hire orientation training for multiple companies.
- Created and conducted harassment prevention training.
- Created and conducted effective communication and performance management training.
- Trained teachers through workshops and lesson demonstrations (created how-to materials/guides)
- Controlled and assessed teaching methods through lesson observations, checklist, and critical feedback (performance evaluations)
- Promoted learner-centered teaching methods and appropriate classroom management techniques
- Taught computer literacy including care, maintenance, typing, general use, and vocabulary without electricity (solar powered computer and computer theory/concepts without a computer) to grades 1-9
- Taught ESL (English As a Second Language) to village women of all ages
- Taught Environmental Science to grades 1-9
- Managed all projects from needs analysis to implementation to completion
- Created/wrote survey questions and worked with local counter-part to have it translated into local language
- Teacher retention
- Promoted and recommended IGAs (Income Generating Activities)
- Conducted health workshops including Malaria, HIV/AIDS, ORS (oral re-hydration supplement, and Rabies)
- Co-taught with Zambian counterparts

#### Compliance (6 years' experience)

- Conducted I-9 and employee file audits for multiple companies and identified risks.
- Performed risk management, internal audits, due diligence; establishing controls, policies and procedures; Ensuring compliance with local, state and federal employment laws; Compliance training
- Responsible for EEO and VETS reporting
- Performed FLSA audits and made recommendations.
- Ensured compliance with internal policies and external regulatory agencies; tracked and reviewed investigations and results to ensure resolved correctly and completely.
- Updated, maintained and revised compliance documents including logs, policies and procedures and other documents
- Coordinated compliance projects with Legal, AP, Marketing, Clinical and Operations

#### Previous Companies Supported

BWay Corporation  
Vista Propants and Logistics  
GDC Technics  
Alan Plummer Associates  
Senior Care Centers  
Locke Lord  
The Salvation Army  
Nerium International  
United States Peace Corps  
Cryptographic Assurance Services  
Magnablend  
Funimation Entertainment  
Sovran Acquisitions  
Several Confidential Companies

## Education

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### **Master of Science in (MS), Human Resources Management/Personnel Administration**

Capella University

### **Bachelor's Degree in Sociology**

The University of Texas at Arlington - Arlington, TX

## Links

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<https://www.linkedin.com/in/susan-poore-hrm>

<https://www.upwork.com/o/profiles/users/~01bdc3a7ce916c75ea/>

## Certifications/Licenses

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### **Senior Professional in Human Resources (SPHR)**

### **Certified Payroll Professional**