

LATRICIA A. BOULDIN

7401 N.W. 131st

Oklahoma City, OK 73142

Home: 405.721.8198

Latricia.bouldin@att.net

Cellular: 405.306.6202

Results oriented human resources leader with strategic and tactical experience. Proven ability to develop collaborative partnerships with all levels of employees. Brings implementation & facilitative skills to deliver results in growth and/or maturing environments. Broad human resources experience with energy and manufacturing companies encompassing multi-site/multi-states.

AREAS OF EXPERTISE

- Training & Employee Development
- Strategic Staffing & Retention
- Compensation & Benefits Management
- Policy & Procedure Development
- Regulatory Compliance
- Employee Relations
- Organizational Communications
- Performance Management

PROFESSIONAL EXPERIENCE

CAREER EXECUTIVE OPTIONS, Oklahoma City, OK

2009-Present

Consultant

Assist clients in career transitions through job search marketing, career guidance counseling and professional resume writing techniques, as well as providing a client support system.

CIRCOR ENERGY PRODUCTS, INC., Oklahoma City, OK

2000 – 2008

Group Director-Human Resources

Sr. Leadership Team member with workforce accountability of approximately 500 employees representing three divisional companies.

- Led a staff of six HR & Payroll professionals directly & indirectly, located in the US and Canada using a shared services model to better utilize staff and increase efficiency. Estimated annual cost savings of \$100k.
- Revamped key human resources systems: performance management, compensation & benefits management, records retention and recruitment management resulting in improved processes and methods.
- Led HR due diligence efforts in multiple business acquisitions, mergers and consolidations as company's business growth matured resulting in smooth integrations while maintaining positive employee morale.
- Led Senior Leadership top-grading efforts in the addition or replacement of all key leadership roles to meet strategic short & long term goals.
- Coordinated and organized senior leadership training and teambuilding efforts that led to improved communication and cooperation across functional areas.
- Managed multiple reorganizations and reductions of approximately 50% of workforce with solid communication and execution plans that resulted in no discrimination or liability claims.
- Drove cost reduction recruitment initiatives that yielded approximately \$500k annual savings, improved order fill rate and effectiveness.
- Developed and implemented recognition & idea programs and procedures that created a positive and continuous improvement culture among team members.
- Developed skill matrix system that identified and established a basis for career development, training and compensation scale.
- Reduced turnover rates by 12.7% through fair, firm and consistent compensation & performance management and selection process.
- Partnered with third-party source to re-design international benefits offering resulting in an overall increase in employee satisfaction and annual cost savings of \$104k.
- Developed performance management system focused on team member goals tied to meeting the strategic goals and objectives of the business.
- Managed project for corporate wide retirement plan re-design from defined benefit plan to integration into 401(k) plan while enhancing company match.
- Implemented an overall communication plan creating and resulting in an open and informative environment while building employee morale and management trust.
- Planned and led community participation projects such as, Toys for Tots, United Way and Christmas Angel Campaigns to better serve the community and promote company goodwill.

UNIT PARTS COMPANY, Edmond, OK

1995 – 2000

Assistant Director, Human Resources & Manager, Human Resources

Accountability for up to 1500 employees for corporate and two divisional companies. Responsible for salaried functional areas of: recruitment & selection, compensation, benefits, payroll, employee recognition and employee relations.

- Led recruitment and selection process for key senior leadership roles to satisfy strategic objectives and business growth.
- Established HR function for new start-up company including the recruitment and hiring of all manpower requirements while meeting a stringent deadline. Accomplished a smooth integration into parent company environment and culture.
- Spearheaded critical recruitment and selection project to add technical engineering support to company while in a growth mode. Hired 24 degreed engineers within a 90-day period.
- Developed comprehensive policy & procedures manual and employee handbook.
- Developed formal new hire orientation process resulting improved adaptation to company environment and productivity.

GRACE PETROLEUM CORPORATION, Oklahoma City, OK
(W.R. Grace and Company subsidiary)

1985 – 1995

Manager, Benefits & Compensation, Personnel Administrator

Promoted from human resource administration to eventually managing all activities involved with benefits, compensation and performance management administration. Workforce accountability for up to 600 employees with multi-state locations.

- Coordinated branch **field office** HR personnel relating to all HR services and functions in **multiple locations** where we engineered universal processes which improved efficiency and means for reporting.
- Provided daily policy and benefits counseling as well as employee relations resolution to regional field offices in multiple states.
- Led team of five for special project in auditing and approving more than 2000 pension annuities for multiple divested companies; acted as liaison between divested companies and corporate staff on all pension matters.
- Directed the enhancement of existing HRIS system to better track pension annuity processes.
- Organized, developed and directed procedures to determine vested retirement benefits payable for 1800+ employees as a result of company divestiture.
- Administered 401(k) plan achieving a consistent participation rate of 95% or above.
- Created and advocated a “service oriented” atmosphere in the HR function to project a positive & helpful attitude to management and employees.
- Created and produced a summary synopsis brochure of benefits for purposes of recruitment. (Was selected as a model blueprint corporate wide).
- Planned and led company-wide campaign participating in city sponsored Juvenile Diabetes Run.

PROFESSIONAL TRAINING & CERTIFICATION

Certified Professional in Human Resources (PHR) 1992
Continual HR & Self Development Related Continuing Educational Seminars
Study Program Participant for SPHR Certification

PROFESSIONAL / CIVIC / COMMUNITY AFFILIATIONS

Society of Human Resource Management
Oklahoma City Human Resources Society/Past Officer & Board of Directors
Oklahoma City Chamber of Commerce
Edmond Central Rotary Club/ Past Officer-Secretary
Edmond Chamber of Commerce/Past Advisory Board Member
Petroleum & Allied Industry Desk & Derrick Organization/Past President
2000 Strategic Plan for Career Development Task Force/Craftsmanship Executive Committee
Central Oklahoma Workforce Development Board & Business Management Task Force