

OCTAGON CONSULTING, LLC
BRIDGING THE GAP BETWEEN GROWTH AND PEOPLE

**Octagon Consulting, LLC
2000 Crawford
Suite 1220
Houston, Texas 77002**

For

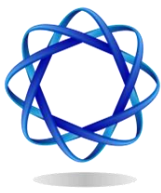


**City of
Breezy Point
Minnesota**

City of Breezy Point, Minnesota

Organizational Assessment

September 15, 2023



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City of Breezy Point
8319 County Rd. 11
Breezy Point, MN 56472

Attention: David Chanski,
City Administrator

Octagon Consulting, LLC appreciates the opportunity to respond to the City of Breezy Point (“City”) Request for Proposal (RFP) to provide an Organizational Assessment.

Octagon Consulting, LLC
2000 Crawford, Suite 1220
Houston, TX 77002
Phone Number:
www.octagonhr.com

Single Point of Contact:
Andy Soles
Managing Partner/Founder
(281) 547-7657
andy@octagonhr.com

Our proposal is intended to become an extension of your organization, working together to meet your needs and expectations. Octagon Consulting, LLC will develop a comprehensive program that is customized to meet the City of Breezy Point objectives.

As a human capital management solution, Octagon Consulting, LLC can assist companies by utilizing client-specific processes and leveraging technology to transform HR landscapes. Elevating HR above transactional tasks to a level where more strategic planning and programs can take place and will facilitate success for organizations today and tomorrow.

No matter the goal, Octagon Consulting, LLC is committed to providing the necessary resources to get the job done. We know that you have options for using other consulting firms, however, we believe that our approach sets us apart from our competitors.

We are very interested in establishing a long-term business partnership with the City of Breezy Point and we are prepared to make the process as smooth as possible. If we are awarded this contract, Octagon intends to self-perform this work with no use of subcontractors.


If you or any of the City Council should have questions, please feel free to contact me directly. This proposal and its contents shall remain valid for one hundred-twenty (120) days.

Sincerely,

Andy Soles

2000 Crawford St., Suite 1220

Houston, TX 77002

 (281) 885-7782

 www.octagonhr.com

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COMPANY OVERVIEW

A business solutions firm specialized in Recruiting, Human Resources Solutions, and Business Consulting, Octagon Consulting, LLC (“Octagon”) was built by Human Resource, Business Consultants, and Recruiting professionals to serve companies in need of tactical as well as strategic Human Capital Management Solutions.

Founded in 2018, Octagon is a Limited Liability Corporation incorporated in the state of Texas brought together by a team of experts with a combined 30 years’ experience in the administration of human resources policies and procedures. With unmatched expertise, Octagon serves as internal consultants by analyzing a company's current HR programs and recommending solutions. Our networks are strong and fully functional in these areas as well as the several other states we are registered to work in.

QUALIFICATIONS

Octagon Consulting regularly reviews the quality and applicability of the data retrieved during client interaction. Then based on the strength of this data, makes recommendations to adopt. Recommendations are based on the experience of our consultants reviewing business operations over the last decade. The goal is to provide recommendations and supporting evidence necessary to add leadership in improving culture, work accountability and profits. With, Octagon Consulting has meets and exceeds all requirements to conduct business in the Domestic United States.

Qualified, involved and with a robust outlook, our consultants bring a premium experience to each engagement. Our internal standard to provide outstanding services that exceeds client’s expectations is reflected through our unique approach and personal touch. Octagon truly understands the importance of supplying our clients with a diverse and qualified group of professionals from which to pick the best fit to help your organization continue to thrive. We wholeheartedly welcome the opportunity to build a solid and long-term relationship with the City by providing high quality consulting services.

KEY LEADERSHIP AND PERSONNEL



Andy Soles – Managing Partner

A South Carolina native, Andy has more than twenty years in human capital management with the last fourteen in executive leadership roles. Prior to founding Octagon Staffing, LLC, he was the President of ChaseSource, LP a national human capital consulting firm for seven years. During his tenure with ChaseSource, LP the business grew from a small business enterprise to one of the top minority firms in the US, operating in more than twenty states. Andy manages the overall strategic direction, sales and marketing efforts, business operations, and employee development for Octagon Staffing, LLC. His distinguished career in both business and general staffing will serve him well as he and his teams focus on the growth of their accounts.

Andy Soles has a history of unparalleled passion for serving clients, driving excellence, and building opportunities. With over a decade and a half of success in human capital management, he is uniquely positioned to help businesses sustain productivity, retain profitability, and grow.

Significant to his executive-level experience in the talent industry is his proven ability to identify and develop leaders and teams that achieve consistently high levels of performance. His enthusiasm and instincts for eye-for-talent recruitment enables companies and partners to discover the right people solutions for small to medium businesses, global Fortune 100 companies and organizations that operate in multiple locations.

Mr. Soles is a graduate of North Carolina A&T State University with a degree in Business.



Elizabeth Gutierrez – Chief Operating Officer

Elizabeth has more than ten years as an experienced Human Resource and Client Relationship Manager, with a demonstrated history of working in multiple industries. Elizabeth joined Octagon Staffing in February 2019, after relocating to Dallas, TX, from McAllen, Texas. Adept at creating winning strategies for clients, Elizabeth is responsible for Octagon’s top clients and leads a team of talent advisors and consultants.

Elizabeth and her team are responsible for but not limited to recruitment and resourcing (full lifecycle), employee relations and records management. Skilled in Team Building, Staffing & Recruiting, Client Management and Human Capital, Elizabeth graduated Cum Laude with a Bachelor of Arts focused in Psychology and a minor in Business Administration from The University of Texas-Pan American.

Elizabeth will be an integral consultant assigned to the Houston Housing Authority. Elizabeth’s attention to detail and understanding of her client’s needs continues to create long-term partnerships with numerous clients with a wide spectrum of requirements.



Teresa Hudson, JD

Of Counsel

Teresa is an accomplished human resource leader with nearly 25 years of experience leading, directing, and energizing diverse cross-functional teams. She is a trusted adviser to senior leadership with a successful track-record aligning complex HR programs with business objectives and establishing long lasting relationships. Teresa received a Bachelor of Arts degree in Social Sciences with a minor in Human Resources from Tulane University. She earned a Doctor of Jurisprudence from Texas Southern University, with a focus on employment law.

Teresa is recognized as a solid leader possessing the communication and interpersonal skills that establishes rapport with all levels of staff, management, board members, and business partners with experience leading substantial growth within short time frame resulting from market needs and advancement with an emphasis on creative workforce management programs. She has direct experience with Board members advising, counseling, and directing team members regarding various human resources projects. This experience includes instituting various HR programs and

working with senior administration and finance leadership to develop system-wide protocols for administrative services.



Darin Coble

EVP/Senior Project Executive

Darin Coble is the Senior Project Executive with Octagon Consulting, LLC. Through the first half of his career Darin observed that success in today's marketplace requires organizations and leaders to leverage a versatile set of tools and skillsets.

Darin has over 20 years of human resources, operations, and leadership experience across a wide variety of industries in a global environment. He is a business strategist and leader with specializations in Human Resources and Coaching. He is an experienced Senior Human Resources Manager, Generalist and Leader with a demonstrated history of partnering with leaders through growth, volatility, and downturn. Skilled in Operations, Employee Life Cycle, Change Leadership, Organizational Development, Labor Relations, and Leadership, Darin brings a business focused approach of Human Resources consulting and executive coaching. He is a strong human resource professional with a passion for business and an MS focused on HR Management from Purdue University: Krannert Graduate School of Management.

PROJECT EXECUTIVE & STRATEGY

At Octagon, we focus on one client at a time, thus allowing for faster, consistent scalability in shorter time frames. Octagon will provide you with your own team that will be solely dedicated to the project(s) you give us. We feel that this is necessary to ensure every client has our full and complete attention in dealing with their specific needs.

Octagon will make available to the City a Project Team consisting of a Project Executive, Project Counsel and Project Consultant. Total responsibility for the scope of the engagement and established lines of communication will reside with Andy Soles, the Project Executive (PE).

The PE's responsibilities and essential duties will be, but not limited to:

- Maintain good working relationship with clients to enhance customer satisfaction and work with client management and staff to perform engagement services
- Manage and support all aspects of this assessment
- Lead project management activities, such as status reporting and data capture
- Lead assessor for leadership, management, and training
- Actively participate with project team to conduct assessments
- Prepare and present reports to City management and officials

Our PE, along with the team assigned, will work closely with the City to fully analyze the organization's needs, objectives, culture, timelines, and establish benchmark for reporting measures. Cultivating this conversation will allow our team to adjust our program as needed to ensure all your requirements are met.

METHODOLOGY

Octagon Consulting, LLC utilizes the reverse engineered approach, whereas our clients job description is compared to those duties of the individual that currently holds the position and as compared to market analytics from companies of the same vertical and size. All recommendations are based on the results from the market analytics as compared with City's existing templates.

The project will be assessed using tools and techniques prescribed by Octagon's methodology including but not limited to strategy, impact analysis, phone, and face-to-face interviews, focus groups, job shadowing, communication, training plans/ materials and job design.

STUDY OF WORK PLAN

With the intent to create and implement a organizational assessment, the City has opened their search for a qualified and experienced consulting service to conduct a Human Capital Assessment of positions, classifications, and structure. With Octagon's experience, and proven capability to audit, design and implement a comprehensive classification plan, Octagon would like to propose services to analyze operations, job design, retention factors, and development of the City's new structure. Furthermore, we will identify strategies to help you achieve any goals for the City that align with their fast-growing community.

THE CITY'S RESPONSIBILITIES

The City will provide Octagon's Project Team the following:

- Job summaries listing duties and responsibilities for each position involved, as well as the educational and experience requirements, based on current job descriptions and knowledge of the job.
- Current organization charts
- Current and accurate employee census data
- Any access to requested data, facilities, employees, and systems as required to accomplish agreed upon assessment and deliverables.

PROJECT APPROACH

To explore items defined above, Octagon recommends a two-phase approach:

Phase I – Job Audit

A systematic examination of the tasks performed in a job and the competencies required to perform them. This is a study of what workers do on the job, what competencies are necessary to do it, what resources are used in doing it, and the conditions under which it is done.

- Conduct assessments consisting of, but not limited to
 - Data analysis and job audits to gauge service provisions
 - Update/ Create job descriptions for each role
 - Test FLSA on each position within organization

Phase II – Market Survey & Organizational Chart Development

The purpose of an employee market survey is to gather data and compare similar organizations both within your specific vertical and geographical territory. The collected data aids business and human capital decision making. Therefore, reducing the risks of employee loss and increasing retention.

- Take data from Project I and compare to current market information to then formalize/ create organizational chart.
- Each individual position will have a market analysis with recommendations.

Octagon will look at both qualitative data and quantitative data throughout both the study. Information amassed from this process will be utilized to develop an understanding of the position in relation to business operations and continuity and to define opportunities for ongoing improvement for the coming six months and /or year.

KEY DATES & PROJECT STAGES

KEY DATES

Project Start Date: TBD

Project End Date: Assessment Delivery & Presentation TBD.

PROJECT STAGES

Stage I: Kick-off Meeting (1 week)

The first stage of this project will be to conduct a meeting, onsite or via video conference, with the City manager and the Octagon Project Team. The purpose of the meeting is to:

- Confirm the goals and objectives of the study
- Discuss current compensation and classification structures
- Finalize the timeline and specific dates for deliverables
- Clarify Octagon's and the City's roles in each project stage
- Establish parameters and protocols for keeping the City updated and informed
- Identify data or information needed to support the overall assignment
- Facilitate the collection of job descriptions and project control data

Stage II: Data Collection and Analysis (1-3 weeks, from the completion of Stage I)

Octagon will conduct a detailed analysis of the data provided by client to evaluate:

- Current organization structure
- Job description and project control data
- Compensation competitiveness

Octagon project leadership will conduct collaborative discussions with key client leadership prior to initiation of Phase II. A representative from Octagon will partner with a designated client resource to schedule these discussions. Logistics surrounding on-site interviews and focus groups will be established during Phase I.

Stage III: Onsite or Virtual Assessments (if necessary; 1 week, from the completion of Stage II)

Octagon will perform an assessment that will include leadership engagements with management and Human Resources. Additionally, Octagon resources will evaluate current employee assessment and understanding of current job duties, role, scope, and functions. The process will uncover and identify current:

- System supports and inhibitors for desired
 - Leadership engagement and retention
 - Associate behaviors and performance
 - Training retention and application
- Employee strengths
- Employee gaps and possible weaknesses

Information amassed from this process will be utilized to define opportunities for ongoing improvement for the coming six months and /or year. Estimated time on-site: TBD

Stage V: Preparation of Draft Report (2-3 weeks, from the completion of Stage IV)

As the final stage of the project, this will be where Octagon presents a well-written, comprehensive, and detailed report of Octagon's finding and recommendations. Within the report, Octagon will compile all surveys, assessments, in addition to blueprints on retention. We will address identified areas of opportunity for the following:

- Job Audit
- Market Analysis & Org Chart Development

DELIVERABLES

At the conclusion of Stage V, Octagon's Project Executive will provide an in-depth presentation and discussion on the assessment results and recommendations associated with the following areas of focus.

- Onsite or Virtual Kick-off meeting with Octagon's Project Team and the City
- On-site or Virtual Assessments with all employees to go over the scope of the project and their role.
- Organizational Assessment & Evaluation
- Market Analysis
- Job Audit
- Organizational chart development
- Key Structural Changes/ Recommendations
- Recommended Plan
- Cumulative Final Report which shows methodology, procedures, development of findings, work product deliverables and the financial impact of recommendations.

Additionally, Octagon will also provide recommendations for future actions and a proposal of future partnership between Octagon and the City, to include specific departmental development and consultancy.

REFERENCES

Octagon submits the following client references as evidence of our experience in providing similar services to those requested by the City. This list is meant to be a sample of our experience, not an exhaustive list.

Third Coast	
Third Coast Terminals is the Premier Chemical Service Company of Choice. Third Coast Terminals is a unique provider in the chemical industry, offering services such as Reaction Chemistry, Toll Processing, Chemical Logistics, Terminaling, Blending, and Packaging.	
Contact:	Paul Glenn, Vice President of HR
Address:	1865 Mykawa Road, Pearland, Tx 77581
Phone:	(281) 997-5065
Email:	pglenn@thirdcoast.com



Team: Andy Soles (PE), Elizabeth Gutierrez, and Angelica Jaquez

Project Name(s): Performance Review Program, Compensation Study and Succession Plan

Applicable Dates of Contract Work: November 2020-Present

Project Size: 300 employees

Deliverable for Performance Review Program: Octagon worked closely with the Third Coast Human Resource Department to establish and implement their performance review process. Created to capture employees by their hire anniversary date, employee “self” and “manager” reviews are distributed monthly. All reviews are filed in the employee’s personnel file and tracked for completion.

Deliverable for Compensation Study: Octagon successfully completed a compensation study on the Inside Sales and Reaction Chemistry departments for this project. Octagon utilized comparable market information for similar companies within a forty-five (45) mile radius of the client’s location. Then based on the strength of the data retrieved during the job audit process and the information gathered from the comparable market data, Octagon made recommendations to adopt.

Deliverable for Succession Plan: Octagon is currently developing a comprehensive succession plan as well as creating a robust learning and development program for leadership team. Over the last six months we have completed job audit for all departments, identified leadership gaps and implemented a performance evaluation platform.

City of Lago Vista, Texas	
Lago Vista, TX is located on the North Shore of Lake Travis just outside the City of Austin.	
Contact:	Tracie Hlavinka, City Manager
Address:	5803 Thunderbird Street Lago Vista, TX 78645
Phone:	512-267-1155
Email:	Tracie.Hlavinka@lagovistatexas.gov



Team: Andy Soles (PE)


Project Name: Classification & Compensation Study

Applicable Dates of Contract Work: January 2022 – September 2022

Project Size: 150 employees


Deliverable for Classification and Compensation Study: Octagon completed a comprehensive classification and compensation survey within three months of all departments, identifying pay and wage suppression issues and salary recommendations.

Texas Southmost College, Brownsville, Texas
Texas Southmost College is a two-year college located in the Rio Grande Valley

Contact:	Elizabeth Balderama, HR Director	
Address:	80 Fort Brown Brownsville, TX 78520	
Phone:	956-295-3000	
Email:	Elizabeth.balderama@tsc.edu	


Team: Andy Soles (PE)
Project Name: Classification & Compensation Study
Applicable Dates of Contract Work: March 2022 – September 2022
Project Size: 220 employees

Deliverable for Classification and Compensation Study: Octagon completed a comprehensive classification and compensation survey within five months of all departments, identifying pay and wage suppression issues and salary recommendations.

City of Arcola, Texas		
Arcola, TX is located on the Southeast side Fort Bend County just outside the city of Houston.		
Contact:	Dr. Annette Guajardo, City Administrator	
Address:	13222 Highway 6 Arcola, TX 77583	
Phone:	281-431-0606	
Email:	aguajardo@arcolatexas.org	

Team: Andy Soles (PE)
Project Name: Classification & Compensation Study
Applicable Dates of Contract Work: January 2022 – March 2022
Project Size: 100 employees

Deliverable for Classification and Compensation Study: Octagon completed a comprehensive classification and compensation survey within three months of all departments, identifying pay and wage suppression issues and salary recommendations.

Houston First Corporation		
Houston First Corporation is a local government corporation, formed in 2011, locally owned by the City of Houston and created to pursue economic activities on behalf of the City government. HFC manages city owned facilities and has unique taxing authority that differentiates it from other commercial enterprises. In addition, HFC has a broad range of responsibilities, including day-to-day management and maintenance of 10 City-owned buildings, conventions and trade shows, and theatrical performances.		
Contact:	Karen Williams	
Address:	701 Avenida de las Americas, Suite 200 Houston, TX 77010	
Phone:	713-853-8304	
Email:	kwilliams@houstonfirst.com	

Team: Andy Soles (PE) and Teresa Hudson
Project Name: Human Capital Assessment
Applicable Dates of Contract Work: October 2018 – October 2021
Project Size: 280 employees

Deliverable for Compensation Study: Octagon successfully completed a salary study of all departments for this project. Octagon utilized comparable market information for similar

municipalities with comparable size, revenue, and location. Then based on the strength of the data retrieved during the job audit process and the information gathered from the comparable market data, Octagon made recommendations to adopt.

Deliverable Human Capital Assessment: Comprehensive, in-depth assessment to identify and organize Houston's First resources to address possible impacts due to alignment with Greater Houston Visitors Bureau. With this realignment, we acutely identified internal stakeholders to take on additional responsibilities and to develop a plan by which re-alignment would occur. This provided a valuable opportunity to align existing policies, procedures and methodologies in a way that created tangible benefits for Houston First and its primary beneficiary, the City of Houston.

Deliverable for Succession Plan: Comprehensive succession planning process to identify and organize Houston's First resources is more apparent and necessary today to address possible departures due to retirement and employee attrition. With this potential loss of critical knowledge and skills, succession planning has been identified to prepare individuals for future roles and responsibilities and to develop a plan by which knowledge is shared.

FEE PROPOSAL

The fees for services shall be in accordance with the table below.

Services	Description	Amount
Organizational Assessment	Project I – Job Audit	\$10,000.00
	Project II – Market Survey	\$5,000.00
Not-To-Exceed Amount:		\$20,000.00

Project Cost

The total is an estimation based on the number of positions stated on page 1 labeled “Goal and Objectives”. The fee will be split into three (3) invoices, upon effective date of the contract, at fifty (50) percent completion, and final delivery. The Client agrees to pay fifteen (15) days from the date of invoice by electronic funds transfer.

This is proprietary information and not to be shared.

Andy Soles

Summary: Accomplished, results driven executive with proven success within several verticals while building highly productive work environments. A hands-on leader adept at developing and implementing streamlined processes and procedures that enhance accountability and corporate profitability.

- Strategies supporting our services procurement, integrated talent acquisition, domestic expansion, business intelligence and customized human capital solutions.
- Program expansions, in collaboration with our customers' long-term strategic objectives to include incorporating services procurement (SOW), RPO and/or MSP solutions into their current talent management models.
- Established professional with a highly successful record of assisting corporations in achieving objectives through effective leadership and human capital management. Adept at developing teams in areas of administration, recruitment, upper management as well as accounting and finance.

Leadership: Proven track record of success in sales & marketing, management, negotiations, sales training & development, and financial analysis.

Business & Performance Management: Clearly communicate the mission and goals of an organization to direct reports, creating and implementing strategies to accomplish, identifying and manage the resources to ensure compliance with budget and time constraints.

Client Services: Develop and deliver high quality business client services. Effectively market business within selected verticals, so as to meet annual deliverables. Ability to be close to the customer, to identify a customer's needs and to accommodate their needs with appropriate services.

Professional Experience:

Octagon Consulting, LLC **Managing Partner/Founder** **2018- Present**

“Octagon Consulting, LLC helps companies throughout their business lifecycle by offering a robust portfolio of human capital solutions based on your organization's requirements, ranging from workload and workforce planning and analytics to workforce acquisition, competency modeling, and attrition management.”

Responsibilities: Day-to-day management of the business affairs. Communicating and reaching decisions on implementation of firm policies and objectives. Lead company business development, internal recruiting, and retention as well as financial responsibilities.

ChaseSource, LP **President** **2011- 2018**

“ChaseSource is a minority owned enterprise specializing in helping organizations solve their “people” issues. ChaseSource combines the energy, excitement, and the fast pace of an entrepreneurial enterprise with the stability and resources of a large corporation.”

Responsibilities: ChaseSource, LP (CSLP) is the parent company of ChaseSource Real Estate Services (CRES) and ChaseSource Construction Services (CSCS). CSLP is a full-service staffing and recruiting firm that specializes in the delivery of talent for multiple industries. CSCS is a construction management and consulting division that solely focuses on all facets of commercial building upgrades, from technology to ground up construction. CRES is a facility management firm that handles day to day operations of commercial buildings and their occupants across the state of Texas. Our core competencies and focus are providing and managing human capital to support operations at various levels.

Advantage Resourcing, Inc. **Area Director** **2010-2011**

As one of the world's leading staffing companies, our primary objective is clear-cut: To perfectly align the best people with appropriate positions around the world. Every day, we talk to hiring managers, HR directors and senior management to learn their needs.

Responsibilities: Manage operations for six branch locations: Bryan/ College Station, Conroe, Bay County, Pasadena, Houston (2). Responsible for Quarterly Business Reviews and business development throughout Houston and surrounding territory. Simultaneously merged eight branches to six during corporate merger and rebranding. Responsible for jobsite evaluations, collections and establishing relationships with existing clientele. Combined revenue of territory exceeded 20 million annually.

Certified Companies, Inc. **Executive Vice President** **2002-2009**

Education: North Carolina Agricultural & Technical University BS, General Management

Elizabeth Gutierrez

Summary: Experienced, motivated professional with five years as a human resource and client relationship manager. A proven strategic partner willing to go above and beyond to exceed expectations and produce high quality results.

- Demonstrates a history of working in multiple industries with a special emphasis on team building, staffing services, human capital management and recruiting.
- Integral consultant experience working one on one with client contacts.
- Executes projects with a focused attention to detail and understanding of client's needs to continue creating long-term partnerships.

Leadership: Continued success in building teams, developing talent, and getting the most of our organization's human capital assets.

Business & Performance Management: Facilitating the process constantly improving an organization's people by giving evolving goals and giving continuous feedback to help achieve long-term goals.

Client Services: Willingness to go out of the way to get a deep, detailed understanding of what the business is looking to accomplish, as well as continually communicate to improve overall client experience.

Professional Experience:

Octagon Consulting LLC Chief Operating Officer **July 2019- Present**

- Coordinate and identify staffing requirements, objectives, and goals with hiring managers
- Determine selection criteria, plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Source potential candidates through online channels (e.g., social platforms and professional networks), assess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements
- Develop, standardize, and evolve the processes for reporting, evaluating, resolving, and documenting production support
- Act as a point of escalation for operations services team members, ensure all operations/support spend is approved, budgeted appropriately annually, monitored, and reported quarterly.
- Identify, troubleshoot, and leverage all available resources to resolve issues and communicate issues to appropriate groups and management as required.

ChaseSource Client Relationship Manager **May 2015- July 2018**

- Identify and submit qualified candidates to Client Hiring Managers based on the provided job description.
- Acquire a thorough understanding of job requisition, description for required competencies, skills, knowledge required of successful applicants
- Identify and implement sourcing strategies based upon the job position by creatively conducting research and/or utilizing a multitude of resources
- Work with recruiting team to screen, test, and qualify applicants through the use of qualifying interviewing techniques and skill assessment testing
- Provide Hiring Manager with updates and summaries of recruiting progress and activity, along with working with Hiring Manager to determine best fit candidates, coordinate interviews, receive timely feedback, and present/manage offers and present offers and conduct offer negotiations with candidates
- Participate in onboarding tasks as needed (i.e., offer letter submittals, final paperwork completion)

Michoacana Marketing Services Human Resource Manager **December 2013- July 2014**

- Recruit and interview potential applicants on experience, skills, and education
- Analyzes staffing logistics and organizes documentation and maintain employee records and paperwork
- Contact applicant references and perform background checks required by company
- Organize and manage new employee orientation, on-boarding, and training programs
- Explain and provide information on employee benefits, programs, and education.
- Cover all legal compliance for human resource federal and state requirements

Education

The University of Texas-Pan American, Edinburg, TX

Bachelor of Arts in Psychology with a Minor in Business Administration- Honors: Cum Laude -May 2011

Darin Coble

Summary: A proven strategist successful in building and executing human capital/operations strategies to promote and ensure corporate profitability and employee engagement across multiple industries, business units and geographies.

- Strategic HR leader and business partner across all levels of an organization: C-Suite to hourly field personnel
- Focused specialization in business strategy, restorative business and organization evaluation, change leadership, executive and career coaching, performance management, accountability and consequence management.
- Progressive leader that approaches all HR aspects strategically.

Leadership: Twenty years of progressive success in a variety of industries including, Oil & Gas, Government contracting, Non-Profits, etc.

Professional Experience:

Versa Business Partners LLC

CEO & Founder

July 2019- Present

Selling business to return to career in Corporate HR. VersaBP currently provides outsourced HR contracting, HR consulting and/or coaching across a range of clients including non-profits, start-ups, family offices and publicly traded companies.

- As Fractional VP of HR for small-to-midsize businesses, partner with owners and C-Suite while leading HR delivery team across all aspects of HR (e.g., HR Business Partnership, Talent Management, Performance Management, Payroll, Benefits, HRIS, etc.)
- At peak, led a team of 14 employees and contractors through service delivery to clients. Levels of employees/contractors range from VP of HR to payroll specialists
- Effectively stood up multiple start-up businesses for employment in the United States, with parent companies from across the globe
- With official launch date of February 2020, built a business that delivered over \$1MM of revenue in 2022

Southwestern Energy Corporation (SWN)

Senior Human Resources Manager

June 2014 – February 2020

Provide strategic HR leadership and coaching across Corporate, Upstream (E&P), Services (Drilling and Frac companies), and Midstream (gathering and marketing) business units for populations ranging from 1750 – 750 employees, which averaged 70% of corporation.

- Maintained in-depth understanding of cash flow allocations, planned activity and forecasted commodity pricing across the corporation to partner with leadership and broader HR organization to deliver proactive workforce planning, leadership development, and communication strategies
- Established recruitment, staffing and on-boarding strategy for a fleet of drilling rigs and frac spread that recognized the volatility of the industry and planned geographic shift from Arkansas to West Virginia and Pennsylvania. This effort resulted in the initiation of drilling and frac activity in record time with unprecedented levels of retention and safety
- Served as project manager for organization redesign, selection, day-of logistics, leader training, security, and general execution of multiple reductions in forces across Arkansas operations. Populations impacted ranged from 85 – 700 employees across E&P, Service Companies and Corporate functions
- Develop annual strategic directives and programs to support client groups, with presentations to leadership aimed at educating on key business objectives and HR programmatic opportunities to align with each business unit
- Redesigned talent identification and succession process for the COO's organization with specific focus on developing PetroTechnical and Operational leadership throughout the corporation
- Revamped and led the delivery of legacy front-line leadership training, resulting in 240 leaders attending the course over a period of 6-months.
- In partnership with the CFO, designed, led, and implemented a new performance management process that resulted in the elimination of ratings communications, enhancing significance of performance, development and pay-for-performance efforts.

United Technologies Corporation (UTX)

Human Resources Manager

May 2013 – June 2014

Provided strategic HR and business leadership to a division of Space Systems in direct support of multiple government (NASA) engineering services contracts totaling \$75M annually. Total client population of approximately 200 employees.

- Utilized LEAN tools and experience to drive an increase in quality and delivery of HR services and business partnership as evidenced by higher levels of employee engagement (corporate on-site assessment conducted in December 2013)
- Facilitated a business, talent and organizational assessment which led to a complete reorganization of the site leadership team and RIF that aligned the organization and workforce to efficiently address booked and forecasted sales, while also driving a 10% reduction in rates to the customer (NASA)
- Designed and executed change management strategies that drove leadership, employees and the overall business from a "cost-plus" mindset to that of a commercial/firm-fixed-price business
- In support of a unique low-cost rate structure for a government contract, developed business case to modify benefits offerings, which required, and received, approval from the corporate UTC Pension Advisory Council (PAC)

Education

Master of Science in Human Resource Management – May 2005

Bachelor of Arts in Psychology and Sociology – December 2001