

Latricia A. Bouldin

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QUALIFICATION SUMMARY: Human Resources experience within Manufacturing and Oil and Gas Industries, consistently growing into progressively greater positions of responsibility and accomplishment, including the following Core Competencies:

Organizational Development/Restructuring	Benefits & Compensation Design	HR Metrics & Scorecard
Planning & Tactical Execution	Domestic & International Experience	Staff Development
Talent Acquisition (Recruiting)	Multi-Site, Multi-State Team Leadership	Payroll Administration
Legal, Safety & Risk Management	Merger & Acquisition Integration	Policy Administration
Performance Management	Training & Development Programs	

PROFESSIONAL EXPERIENCE

CIRCOR Energy Products, Inc., Oklahoma City, OK
(Manufacturer of fluid control valves for Energy Industry)

2000 –2008

Group Director, Human Resource: Reported to the Vice President and General Manager of Energy Products, Division of CIRCOR International, Inc. with revenue in excess of \$160m. Position recognized as a member of the Sr. Leadership Team with workforce accountability of approximately 500 employees representing three divisional companies. Led a staff of three HR & Payroll professionals and indirectly, two other professionals located in the US and Canada.

Accountable for the following functional areas: Workforce Planning, Leadership Development, Recruitment and Selection, Compensation and Benefits, Payroll, Workers' Compensation, Training, Employee Recognition and Employee events.

Key accomplishments include, but not limited to the following areas:

Managing Organizational Change and Leadership:

- **Played a key role in the HR due diligence** efforts in the acquisition, mergers and consolidations of multiple businesses as company's business growth matured.
- **Led Senior Leadership top-grading efforts** in the addition or replacement of all key leadership roles, i.e. VP Finance, VP Operations, VP Sales & Marketing, Director of Information Technology, Director, Materials Management, Director of Customer Service & Engineering.
- **Revamped key human resources systems:** performance management, compensation program, (salary administration guidelines) job family structure, comprehensive job descriptions, management and employee training programs, and employee handbook.
- **Led organizational top-grading efforts** through partnerships with organization leadership in the selection/de-selection and developmental improvement plans where required. Utilize a 4-Block & 9-block process approach.
- **Managed multiple reorganizations in reductions of approximately 50% of workforce** through fair and consistent outplacement and severance packages.

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Safety, Quality Improvement and Cost Controls:

- **Partnered with Operational leadership** in spearheading effort on Safety resulting in the OKC facility setting a record for **working 1 million hours without a lost time accident.**
- **Supported Company lean efforts** (continuous improvement) by leading a Kaizen shop event that resulted in 25% increase in workspace, 33% increase in efficiency and 100% improvement in housekeeping.
- **Developed a HR metrics board** reflecting Quality, Delivery, Lean and Safety efforts.
- **Implemented cost reduction actions** resulting in approximately **\$500k annual savings** through aggressive negotiation of recruiting fees, lowering relocation expenses, training managers in interviewing techniques, and minimizing use of temporary employees.
- **Implemented Employee Idea Program** to create an avenue for employees to give suggestions and create a continuous improvement culture among the workforce.
- **Implemented “Return to Work Light Duty” Program** to minimize the loss time when worker’s comp or illness occurs.

Personnel Development, Recognition and Morale Building:

- **Established a continuous learning program for organizational improvement** that includes an average of **30 training hours per employee.** Utilized a process map and metrics tracking method.
- **Developed a skill matrix system** for all shop hourly employees to establish 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.
- **Developed a “You Make a Difference,”** recognition program by peers and management, for employees who continually exhibit positive behaviors and attitude by going above and beyond to satisfy customers and meet company objectives.
- **Partnered with a third-party source** to re-design international benefits offering resulting in an overall increase in employee satisfaction and annual cost savings of **\$104k savings.**
- **Created the ongoing “Voice of the Customer,” luncheon meetings** for employees to express thoughts and concerns to management members and give direct feedback.
- **Managed project** for corporate wide retirement plan re-design from defined benefit plan to integration into 401(k) plan while enhancing company match.
- **Implemented a Communication Plan** to allow for continuous interaction between management and employee workforce, i.e., Employee Quarterly meetings, LCD Screen w/ongoing pertinent information, Employee Newsletter, Leadership Monthly Communication Checklist, New Employee Announcements

Unit Parts Company

1995 -/2000

(Re-manufacturer of automotive components)

Assistant Director, Human Resources & Manager, Human Resources: Reported to Director of Human Resources Manager of privately held company with revenue in excess of \$300m. Led a local staff of three HR and Payroll professionals and indirectly, two other HR professionals within divisional companies; accountability for up to 1500 employees. Responsible for salaried functional areas of: recruitment & selection, compensation, benefits, payroll, employee recognition and employee relations.

Key Accomplishments include, but not limited to the following:

- **Played key role with Sr. Leadership** in sourcing out acquisition companies and communities to support manpower requirements.
- **Led recruitment and selection process** to fill key senior leadership roles i.e., Vice President & Director Levels. (Produced a benefits brochure outlining benefits in a concise and easy-to-read document; also, used as a recruiting tool.)

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- **Established HR function for new start-up company**, i.e., establishing policies & procedures, fully staffing the facility, implementing compensation & performance systems and employee recognition programs.
- **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.**
- **Re-designed**, in partnership with third party, salaried benefits plan to include vision and dental plan while adding minimal cost to company and employees.

W.R. Grace and Company, Oklahoma City, OK (Grace Petroleum Corp)
(Fortune 500 Oil & Gas Exploration Company)

1985 - 1995

Manager, Benefits & Compensation: Reported to the Vice President of Human Resources for divisional operation with revenues in excess of \$80m. 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.

Key Accomplishments include, but not limited to the following:

- **Led team of five** 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.

PROFESSIONAL CERTIFICATION AND TRAINING

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