

MIGUEL MENESES

Human Resource Attributes

Recognized as a change agent that exceeds business objectives for cost containment and productivity. Acknowledged for the recruitment of top talent while building trust with associates and business partners through personal integrity and by practicing sound business ethics.

Areas of Expertise

Talent Acquisition

Negotiation Skills

Strategic & Business Planning

Bilingual Communication (Spanish)

Non-Profit Board Leadership

Sales & Marketing

Customer Service/Satisfaction

Bid Solicitation Experience

Significant Accomplishments

- Implemented new Talent Acquisition Management software resulting in 65% increased productivity
- Excelled in attaining 14% increase in diversity recruitment which surpassed established target by 7%
- Contributed to cost containment by way of reducing spend approximately \$30 million
- Certified 100-Hiring Managers on Targeted Selection® behavioral based interviewing contributing to a reduction in employee turnover by 40%

Employment Experience

Truman Medical Center, Kansas City, MO

2011 – Present

Two acute care academic hospital locations, a behavioral health program, a long term care facility and multiple primary care facilities.

DIRECTOR HR OPERATIONS

Responsibilities include providing coordination and direction to HR leadership to ensure effective and thorough engagement of specialty areas in daily operations, department change management, and customer service support to the organization. Responsible for HR records retention and accessibility in meeting government regulations, Joint Commission standards.

- Executed a successful Voluntary Separation Program (2014) which attributed in a reduction of 114 employees to meet a corporate cost reduction campaign
- Provided education to over 100 department director's on HR processes to reduce risk and improve overall outcomes
- Organized employee engagement events to recognize nearly 4,000 employees through annual Employee Recognition Awards, Outdoor Corporate Festivals and Celebrating the Seasons events
- Serve on the following committee's: Administrator On Call, Incident Command Team, Safety Committee, Quality Oversight and United Way
- Facilitator of New Hire Orientation, streamlined schedule to reduce from a 4 day orientation to 1-1/2 days to include contract employees

Dallas Fort Worth International Airport , DFW Airport, TX

2008 – 2011

Dallas/Forth Worth International Airport is located between the cities of Dallas and Forth Worth recognized as the 3rd busiest airport in the world in terms of aircraft traffic.

STAFFING MANAGER

Directed strategic, tactical and operational HR staffing to the various business groups within the DFW airport's current workforce of 1,800 employees. Managed a team of 4 Recruiters and 1 HR Analyst with direction on human resources activities such as talent management (selection, recruitment, and retention), compensation administration, policy development and implementation, orientation, training and compliance.

- Developed staffing metrics, cost-per-hire, time to fill, SLA's service level agreements based on department and position goals resulting in increased management satisfaction surveys
- Managed the staffing department's \$6 million budget for service contracts that included, temporary staffing services, background screening's, pre-employment drug and physical examinations, job board posting's on LinkedIn and CareerBuilder to produce top-quality hires
- Certified Trainer on Targeted Selection® behavioral based interviewing, certified over 100 managers contributing to a reduction in employee turnover by 40%
- Implemented new Talent Acquisition Management software built on an Oracle & People Soft platform which resulted in an increase in recruitment sourcing and tracking
- Developed new policy for Internal Job Posting procedures which provided a guideline for internal applicants resulting in a 35% decrease in unqualified internal applicant interviews
- Increased diversity recruiting by 14% over a 2-year period through building relationships with the area business community i.e., Hispanic Chambers of Commerce, North Texas LEAD, Universities and other community partners
- Community Relations Chair for the airport's Hispanic employee resource group called, HOLA, Hispanic Outreach by Leaders in Action which contributed towards a 4% increased retention rate for 2010

Able Employment a division of Riojas Enterprises, Inc. Kansas City, KS 2007- 2008

Able Employment aka Riojas Enterprises, Inc. was a small business enterprise serving government, corporate and small private clients. Services provided included temporary, direct hire and contract positions for multiple government clients, the business closed Summer,2009.

DIRECTOR, BUSINESS DEVELOPMENT & RECRUITMENT

Managed the development and implementation of new sales and marketing strategies towards potential new clients and existing clients. Created new tactics to secure new corporate and government clients for all facets of services offered by REI/Able Employment. Developed proposals and presentation materials as well as conducted sales and recruiting presentations.

- Performed supervision over 3-direct reports
- Interviewed and screened candidates in addition to employee orientation, counseling & training
- Compliance supervision included UI claims, workers compensation, FMLA, ADA, EEOC claims
- Participated in career fairs/tradeshows both local and national as recruitment efforts required

Hispanic Chamber of Commerce of Greater Kansas City (HCCGKC) 2005 – 2007

The HCCGKC was created to develop a business network that would provide a platform to connect Hispanic business leaders and entrepreneurs a cohesion while promoting economic growth & development.

PRESIDENT/CEO

Provided leadership, general management, event management and fiscal oversight for the organization. Responsible for representing the organization and working with various political, minority business, philanthropic, and civic associations, locally, regionally and nationally.

- Redeveloped, branded and executed events that have grown into regional attractions, such as the Midwest Hispanic Business Conference, Bizfest, Fiesta in the Heartland and Noche de Gala. These events contributed to the local economy by way of tourism dollars to Kansas City
- Accelerated growth by raising monthly revenues 400% in less than a year
- Reinstated a dormant foundation to a 501(c)3, organization named, the Greater Kansas City Hispanic Collaborative, raised over \$65,000 total revenue which will be applied to, youth development and scholarship dollars for area Hispanic High School students
- Obtained \$75,000. Grant from, the Kauffman Foundation, to support the mission of the organization and fund a pilot program geared towards, entrepreneurship development and evaluation of 311 Hispanic owned businesses
- Successfully contributed to the inclusion of minority owned businesses in the bid processes of the renovation of the Kansas City Sports Complexes, Kansas City Chiefs and Kansas City Royals stadium improvements to include participation of minority contractors and vendors

Able Employment a division of Riojas Enterprises, Inc. Kansas City, KS

1995-2005

MANAGER, HUMAN RESOURCES

Able Employment aka Riojas Enterprises, Inc. was a small business enterprise serving government, corporate and small private clients. Services provided included temporary, direct hire and contract positions for multiple government clients, the business closed Summer,2009

Responsible for all aspects of human resources the minority-owned 8(a) corporation. Provided assistance in areas of marketing, advertising & IT technical support of internal operations. Bilingual Spanish skills used on many occasions to recruit, train and counsel employees.

- Assisted in the administration of private and public service contracts
- Conducted interpretation's and translation projects in Spanish
- Enforced policies and procedures for formal disciplinary actions and dismissals
- Implemented an applicant tracking system to increase productivity

EDUCATION

University of Missouri, Kansas City
Bachelor of Arts Degree
Spanish Major

AFFILIATIONS/ACTIVITIES

Board Member, Westside Housing Organization, Kansas City, MO	2013 – Present
Member Young Latino Professionals, Kansas City, MO	2013 – Present
Member Dallas Human Resource Management Association, Inc.	2008 – 2011
Member DFW Texas Recruiters Network	2008 – 2011
Member Greater Dallas Hispanic Chamber of Commerce	2008 – 2011
Member/Volunteer Panelist for North TX LEAD Organization	2008 – 2011
Member National Society of Hispanic Engineering Professionals, (Dallas Chapter)	2008 – 2011
Missouri Employment Training Council (MTEC), Gubernatorial Appointment	2003 – 2008
Economic Development Corporation of Kansas City, Board Member	2005 – 2008
Kansas City Convention & Visitor's Association, Board Member	2005 – 2008
Truman Medical Centers, Board Member	2006 – 2008
University of Missouri Kansas City, Hispanic Advisory Committee	2006 – 2008
Missouri Hispanic Business, Trade and Culture Commission, Gubernatorial Appt.	2006 – 2008
KC Friends of Alvin Ailey, Board Member	2006 – 2007