

# RUSSELL R. PACE, PHR

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## HUMAN RESOURCES DIRECTOR

Certified generalist with 15 years of hands-on experience in diverse HR aspects. Develops strategic, peak performing HR organizations to support business strategy, productivity, and profitability in growth, startup, restructuring, and acquisition environments. Implements successful, comprehensive programs in career opportunity and management development programs. **Core competencies:**

DOL Compliance	HR Technology	Benefits Administration	Labor Relations
Employee Relations	Employment Law	Compensation Programs	Succession Planning
Change Management	Policy Creation	Performance Management	EEOC Investigations
Training/Development	Leadership Training	HR Metrics/Measurements	Organizational Development

## SELECTED CONTRIBUTIONS

### Recruiting/Staffing:

- Created an effective action plan and recruiting strategy to hire ten engineers in six months.
- Sourced more than 35 engineers with extensive skill sets, employing the majority of new personnel within 90 days, completing the project ahead of schedule.
- Wrote job descriptions, educational and experience requirements, and salary brands for new positions and authored a proposal for a companywide broadband compensation program.

### Strategic Improvements:

- Directed a project team in designing a Human Resources Information System (SAP).
- Analyzed multiple health insurance plans to receive optimal benefits, retaining an annual \$250K in costs.
- Served an integral role in developing the leadership council for the technology center, enhancing workforce stability and morale and reducing year-to-date turnover 7.1%.

### Employee Performance:

- Evaluated and strategically improved attendance processes, decreasing absenteeism and tardiness 25%.
- Established staff recognition and service award programs, boosting performance and productivity.
- Enhanced the Employee of the Month program and revamped the We Care plan, doubling participation levels and enabling innovations to further company goals.
- Participated on a six-member task force, which significantly elevated employee development opportunities, receiving formal recognition by the president of Halliburton for exemplary performance.

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# **RUSSELL R. PEMBERTON, PHR**

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## **PROFESSIONAL SUMMARY**

### **SABIC AMERICAS, INC.**

#### **Human Resources & Communications Division Manager** **2001-2006**

Screened resumes and selected applicable candidates for process development engineering positions. Provided consultation to diverse management levels regarding HR programs supporting: positive employee relations, counseling/disciplinary issues, third party changes, morale, corporate policy, organizational design, benefits, salary administration, compensation, and training. Developed and led brown bag lunch hour discussions and seminars pertaining to sexual harassment, employment law, financial development, pre-retirement planning, and work/life balance. Coordinated annual merit procedures and matched departmental performance reviews with budgets. Gained expertise in employment law, performance management, and grievance/discipline oversight. Increased efficiencies to secure corporate objectives to improve communication and minimize legal exposure and liability.

### **HALIBURTON ENERGY SERVICES**

#### **Human Resources Manager** **1996-2001**

Resolved management and employee concerns, counseled administrative personnel, and assisted in staff investigations. Managed diverse facets of recruitment, hiring, compensation strategies, employee surveys, benefits and payroll functions, and performance management activities for the region. Administered policies, communicated productivity expectations, and enforced accountability for HR personnel. Oversaw six HR managers and two support staff in policy administration for the North America region, composed of 8,000 workers.

#### **Human Resources Generalist** **1992-1996**

Directed the manufacturing facility employee relations, grievance, and compliance functions. Executed improved practices for payroll and timekeeping activities. Applied the companywide compensation process and strategy.

#### **Safety & Security Supervisor** **1990-1992**

Implemented, enhanced, and maintained health, safety, and environmental policies designed to protect employees and complied with corporate, state, federal, and local regulations. Improved and executed a site-specific plan to minimize accidents and lost workdays. Oversaw a safety committee to unite personnel and management as a team and address plant-related concerns. Developed a working relationship with federal and local government agencies and forged alliances with insurance loss-control experts and claim representatives. Aided with worker compensation programs, including a strong return to work policy. Presented training programs to raise awareness. Integrated new employee safety orientations. Conducted in-depth accident investigations and prepared reports.

## **CREDENTIALS**

**Bachelor of Science in Human Development, Minor in Business Management**  
Community Leadership Development Program Graduate

Cameron University  
Leadership Duncan

Certified Professional in Human Resources (PHR)  
Member of the Society for Human Resources Management (SHRM)

### **Computer Skills:**

MS Office Suite • MS-DOS • SAP 4.6c • Windows 95/98/2000