

Sr Human Resources Manager • Strategic Planning • Processes Reeingeenering • OD • DNC • Labor Relations

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Leticia A. Rodríguez Carrasco

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SUMMARY & SKILLS

Bilingual executive passionate about talent attraction, development, retention and management. 15 years of experience as part of management teams in transnational companies. Able to work with harmony in multicultural environments, representing a leader close to people, who develops action plans consistent with the business needs.

Competitiveness and market influence skills, able to design and direct the strategic line of the organization with deep knowledge, innovation and creativity. Leadership of multidisciplinary teams with clear goals and focus on performance. Push to archieve results and competitiveness, enabling to assume new challenges in any business area. Action-oriented and short-term deliverables, focusing teams efforts, clearly and specifically determining the action plans to obtain results. Solid experience in forming high-performance teams to achieve significant goals for the company. Knowledge based on experience in multicultural environments, successful when implementing company's policies and philosophies. Results oriented increasing productivity in all areas with an added value, ensuring continuous and sustainable growth.

PROFESSIONAL EXPERIENCE AND ARCHIEVEMENTS

Sensient- American Food Ingridients Company 2016-until Now
Sr. Regional Human Resourses Manager Latam for Flavors BU

- I implement effectively the Human Resources Strategy and key process for the Latin America region.
- Be trusted advisor to the management team and employees about talent attraction, employee satisfaction, training, organizational development, employee relations, benefits and compensation, performance management, succession planning
- Coaching for management team to align leadership behaviors and other managerial skills
- Become a real partner for the business, driving HR strategy for adding value to the business.

Oriflame- Swedish Direct Sales Company 2010-2016
Regional Human Resourses Manager Latam

- I established the Human Resources department in Mexico, permeating the bases and strategies to the rest of markets in LA Region, managing about 650 full time employees.
- I defined and executed successfully recruitment strategies at different levels, from operational to executive, including future talents recruitment.
- Based on constant communication with the head office, I implemented different global initiatives in LA region such as: succession planning, career framework, International mobility programs, employer brand & engagement.
- Analysis and local compensation alignment as part of the retention and development plans.
- Key player during the regional transition process from Santiago de Chile to Mexico City, advising and running on time and efficient bases processes as: expatriation, migration, compensation, internal promotions, recruitment
- I developed a roles & responsibilities clarification project, based on the regional transition need, identifying potential problems were affecting individual targets achievement.
- I Implemented several integration activities, linking the brand promise with employees.
- I identified leadership opportunity areas by running an engagement survey and implementing action plans with directors and managers.
- I coordinated leadership training, which was part of the corporate university mandatory training for key staff.
- I constantly advised and trained managers/directors on the Integrated performance management strategy, which reflects a cascade effect from the corporate strategy to individual KPI's, and reflecting a co-responsibility between manager / team member.
- I kept healthy relationships with the union and managed correctly internal control procedures that allowed the company to solve labor sues.
- I analyzed and implemented a proper compensation scheme for service agents in the contact center during the transition from local to regional service. During this process the company tripled its staff.
- I ran 360 assessments for key staff as part of their development.
- I developed a multidisciplinary team & harmonious HR team, which was trusted point of contact with employees.
- Corporate code of conduct communication and training for to LA Region.
- Good administration of basic HR processes such as payroll, social security, budget, benefits administration.

Groupe Seb- French Kitchen Appliances Sales Company (T-Fal) 2007 – 2010

Human Resources Manager

- I established the HR department in Mexico, after the closure production plant unit in Celaya city.
- I strengthen the department as part of the management team.
- I communicated and promoted internal culture based on corporate strategy and easily understandable for employees.
- Through effective and communication, I managed properly the annual performance process, salary adjustments, bonuses, international training, expatriation.
- I coordinated with the North America VP those projects to be implemented in the Mexico.
- I established good internal controls that allowed the company to pay correctly and on time salaries and benefits, implementing a payroll system that reduced the time invested.
- I coordinated general services department.
- I negotiated, on annual basis, the health and life insurance, including its administration.
- I formalized an efficient recruitment process for key staff.
- I defined, together with the management team, the company mission, vision and values.
- I developed and implemented on annual basis the training plan according with the company and individual development needs.
- I established and implemented engagement initiatives, both staff and manager's expectation.
- I was responsable for balanced scorecard indicators reporting.
- Analysis of organizational structure and job descriptions according with the business needs.
- I formalized basic documentation for legal internal control such as collective agreements and internal labor regulations.
- I was a key and confident player for the company.

Sompo Japan- Insurance Company 2004 – 2007

Human Resources Manager

- I established successfully the HR department, achieving a harmonious organizational culture among Japanese executives and local employees.
- I coordinated properly semi-annual performance evaluation process based on skills and designed training plans.
- I designed and updated job descriptions based on the business needs.
- I was responsible for evaluating and designing engagement programs
- Coordination and continuous compensation & benefits plan improvement.
- I recruited and selected properly executive and key staff.
- I was responsible for preparing the monthly payroll and accounting records. I reduced considerably the time in this process by implementing an integrated HR system.
- I controlled the annual budget for HR and general services departments.
- I attended with no mayor comments internal and external audits.
- I was responsible for coordinating migration processed for the company executives
- I implemented special projects assigned by managing director

Principal Financial Group – Pensions & Afore 2000-2003

Human Resources Coordinator

- I was part of the team that implemented the stock options for employees.
- I coordinated the trainees program.
- I standardized policies, procedures and employee benefits for all business units.
- I participated in the transition process when moving local head office from Mexico City to Monterrey.
- I managed 21 branches regarding HR matters, assuming as main responsibilities: payroll calculation, annual vacation plan, hiring checklist process, induction plan and engagement activities.
- I negotiated on annual bases the health and life insurances
- I coordinated successfully exit processes, in conjunction with the legal department.
- I attended with possitive feedback internal and external audits.

ACADEMIC BACKGROUND

- ✓ **Accounting Degree**- UNAM
- ✓ **Master Bussiness Administration Degree**- UNAM
- ✓ **Multidimensional Certified Coach** - Esco
- ✓ **Human Talent Assesment Specialization**- Sociedad de Psicología Aplicada

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Leticia A. Rodríguez Carrasco. *15 de junio de 2018*