

# KELLY F. MOORE, SPHR, SHRM-SCP, MSHRD

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## ***Objective:***

I am a dedicated second-year Ph.D. student seeking to leverage academic expertise and passion for Human Resource Development (HRD) to deliver engaging and impactful instruction. I am committed to fostering an inclusive learning environment and contributing to advancing HRD knowledge through research and teaching.

## ***Key Skills:***

- HR Generalist
- HRMS – PeopleSoft, SAP
- HR Policies and Procedures
- Associate Counseling
- Staff Recruitment and Retention
- Disciplinary Procedures
- Payroll processes
- Legal Compliance – ADA/FMLA/FLSA
- Mediation / dispute resolution
- Associate Development & Training
- Forecasting Budget
- Cost Controls (reduction/avoidance)
- Safety Training Programs
- Documentation / Recordkeeping
- Strategic Planning
- Waste Reduction
- Loss Prevention

## ***Career History and Accomplishments:***

### **University of Texas at Tyler, Soules Business College – August 2023 to current**

Master Student GA

- Helped with SHRM alignment project.
- Conducted a comparison of master's programs from three universities.
- Developed (and currently update) an HRD internship database.
- Ambassador of the HRD Ph.D. program and assist with interviews of potential students.
- Email announcements to students as needed.
- Design a graphic to integrate UT's Master's Program with ATD and SHRM – in process.
- 2023 Ph.D. Student of the Year.

### **Southwest Steel Casting Company LLC, Longview, TX – November 2014 to May 2019 (Laid off due to economics)**

HR/EHS Manager

- Manage HR/EHS department supporting salaried and union employees. This includes having overall responsibility for plant labor relations, HRIS administration, benefits administration, recruitment, facility security, training support, worker's compensation claims management and personnel records maintenance.
- Project leader to update a full leadership development curriculum.
- Lead trainer across all company divisions.
- Advise managers on organizational policy matters and recommend needed changes.
- Responsible for grievance resolution.
- Coordinates plant wide, employee benefits enrollment and enrollment changes.
- Identify staff vacancies and recruit, interview, and select applicants
- Conduct orientations (HR and EHS) to foster positive attitudes toward organizational objectives.
- Monitor and maintain claims such as Worker's Compensation, EEO complaints, OSHA complaints

Achievements:

- Successfully managed through numerous layoffs and recalls due to the nature of the economic impact on the steel casting industry

- Successfully negotiated a 5-year local collective bargaining agreement
- Established HR and EHS matrixes
- Developed Leadership Essentials course for ARI – SWS was the pilot for the program
- SWS is the only ARI facility to complete the LE Training for shop Team Leaders
- Active participant with the Manufacturing Academy of Longview, Ledco, and the Longview Chamber of Commerce

**Republic Industries, Marshall, TX - March 2014 to November 2014**  
**(Left company for HR Manager opportunity in Longview)**

EHS Manager

- Developed and implemented Safety Policies and Procedures
- Conducted tracking and monitoring in accordance with TCEQ regulatory requirements:
  - Title V – air permitting requirements
  - Storm Water Pollution Prevention Plan requirements
  - Spill Control and Countermeasure Plan requirements
  - Universal Waste requirements

Achievements:

- 80% reduction in Recordable injury cases
- 50% reduction in Injury Rate
- Developed Fleet program
- Developed safety manual for off-site Field Service Managers

**Caterpillar, Kilgore, TX - June 2013 to December 2013**  
**(Plant Closure)**

Human Resource Consultant

- Deploy strategies and programs designed by Caterpillar.
- Coordinate the facility's communication efforts.
  - Weekly articles for the Manufacturing Minute publication
  - Weekly updates for the Leaders Update publication
  - Participated in the All-Employee meetings
- Coordinate the Employee Opinion Survey
- Coordinate the facility's health care program
- Coordinate the facility's training requirements
- Facilitate issue resolutions between employees and managers
- Monitor and guide disciplinary actions
- Manage salary and hourly staffing needs
- Chairperson for the Caterpillar Kilgore United Way
- Facilitated the Plant Closure
  - WARN Notification
  - Benefit Distribution
  - Employee job placement

Achievements:

- 100% Employee involvement in the Employee Opinion Survey
- Employee Opinion Survey completed 3 weeks ahead of deadline
- Scheduled and conducted "required training classes" for the production employees and improved the percent completion from 4% to 96%.

**Merritt Safety, Longview, TX - November 2012 to June 2013**  
**(Opportunity to return to Manufacturing)**

Human Resource Manager

- Manage the daily activities of the HR department consisting of 5 HR Associates and 1 HR Supervisor

- Merritt Safety manages the hiring, terminations, disciplinary actions, and benefits for over 800 employees existing in the Merritt family businesses (Gregg Industrial Industries, Merico Abatement, and Merritt Safety)
- Responsible for development, implementation, and training for Human Resource concepts. This includes, but is not limited to, Human Performance Improvement (HPI), Health Portability and Accountability Act (HIPAA), Harassment in the Workforce, Communication, and Leadership Skills
- Manage the budget for all HR activities
- Conduct HR related investigations (i.e., discrimination claims, sexual harassment claims, etc...)
- Manage the program and payout for employee incentive plans

**Achievements:**

- Successfully implemented a new Human Resource Management System, with no interruption in the hiring processing process.
- Doubled the hiring capabilities (from 15/day to 25-35/day during outage season).
- Developed and implemented the current HR budget
- Developed the manning statistics
- Developed a mentoring program for the HR department

**Dana Holding Corporation, Longview, TX - November 2009 to November 2012  
(Plant Closure)**

**Human Resource Business Partner (HR Manager)**

- Managed HR department supporting salaried and union employees. This includes having overall responsibility for Plant labor relations, local payroll, HRIS administration, benefits administration, recruitment, facility security, AAP, training support, worker's compensation claims management and personnel records maintenance.
- Successfully coordinated permanent reduction in force. Complied with federal and state WARN Act requirements.
- Successfully managed through numerous layoffs and recalls due to the nature of the economic impact on the auto industry.
- Played a key role in negotiating the local collective bargaining agreement.
- Responsible for grievance resolution.
- Coordinated Plant wide, employee benefits enrollment and enrollment changes.
- Conducted recruitment for salary and hourly employees.
- Processed all newly hired, salary and hourly, employees.
- Conducted all new hire orientation for HR, Safety, and Environmental.
- Coordinated and conducted developmental training for salary employees.
- Maintained job descriptions, HR procedures, Safety procedures, and Environmental procedures in accordance with TS16949, ISO 14001, OSHA, and TCEQ requirements.
- Monitored and maintained claims such as Worker's Compensation, EEO complaints, OSHA complaints
- Developed and maintained statistical analysis with regards to attendance, overtime, WC cost, and injuries.
- Monitored and managed transitional work for work-related injuries.

**Achievements:**

- Reduced the amount of payroll errors by 45%
- Reduced the Workers Compensation cost by \$600,000
- 48% Reduction in recordable incident rate
- Reduced Headcount Ratio to 2.4%
- Coordinated the Dana Cares Team – which conducted a community project for the Hwy 80 Rescue Mission
- Maintained a less than 1% turnover rate
- Maintained a less than 1% absenteeism rate

**Republic Industries, Marshall, TX – October 2007 to November 2009  
(Downsized – Staff layoffs)**

#### EHS Manager

- Developed and implemented Safety Policies and Procedures
- Implemented the Forklift Certification program
- Prepared and presented presentations at the Kitchen Cabinet Manufacturers Associations annual meetings
- Conducted OSHA 10hr & 30hr courses
- Maintained and monitored worker's compensation
- Conducted baseline and annual audiograms
- Conducted equipment hazard analysis
- Conducted tracking and monitoring in accordance with TCEQ regulatory requirements
- Supervised eight forklift operators

#### Achievements:

- Participated in Lean Manufacturing projects, which saved over \$100,000.
- Dropped recordable incident rate by 65%.
- Developed, implemented, and published a Table Saw Safety program – which was adopted by OSHA
- Coordinated the justification to purchase a grinder for wood waste – which saved \$350,000 in wood hauling costs.

#### **Dana Holding Corporation, Longview, TX – June 2003 to October 2007 (Advancement opportunity with Republic Industries)**

##### Safety Coordinator

- Developed and implemented Safety Policies and Procedures
- Developed and implemented the Environmental Program & Policies in accordance with ISO 14001
- Maintained and monitored all Workmen's Compensation claims
- Managed Environmental Health and Safety Budget
- Complete Monthly and Year-end injury reports for Corporate Managers and Government Agencies
- Implemented and audited Environmental Health and Safety Incentive programs
- Conduct training for supervision.
- Provide training material for production supervisor's weekly meetings with employees.
- Conduct hazard assessments on new jobs.
- Conduct industrial hygiene sampling: air and noise
- Conduct New Hire Safety Orientation

#### Achievements:

- Successfully passed Dana Corp Environmental Audit with a score of 94%
- Successfully passed Dana Corp H&S Audit 100% and was awarded a one-star flag.
- Successfully created and implemented ISO 14001. Achieved registration May '05

#### **Mansfield Plumbing Products, Kilgore, TX December 1997 to June 2003 (Plant Closure)**

##### EHS Manager / HR Associate

- Developed and implemented Safety Policies and Procedures
- Workmen's Compensation Coordinator
- Manage Safety Budget
- Maintain Safety and HR statistics
- Interview and hire hourly employees
- Conducted new hire orientation for Safety and HR
- As the plant closed, I took over all HR responsibilities and was the last HR/Safety employee to leave the facility.

#### Achievements:

- 10% Drop in recordable injury rate
- Caught, prosecuted, and won a WC fraud case

**Zimmerman Sign Company, Longview, TX – March 1994 to December 1997**  
**(Advancement opportunity with Mansfield Plumbing)**

Production Supervisor / Safety & Environmental

- Conducted safety training for 2 locations (over 500 employees)
- Accident investigation
- PPE analysis
- Monitored OSHA required programs (Respiratory, Forklifts, etc...)
- Coordinated and monitored hazardous waste disposal
- Conducted government environmental reporting
- Coordinated IH sampling
- Analyzed and recommended new procedures for hazardous waste reduction
- Scheduled production for 4 departments (30-40 employees)
- Reviewed blueprints for new products
- Ordered material for projected orders
- Conducted periodic inventory
- Conducted the hiring and training for my departments

**U.S. Air Force, Barksdale AFB, LA – May 1990 to May 1994**  
**(End of Contract Assignment)**

Bioenvironmental Engineering Technician (Industrial Hygiene)

- Surveyed industrial shops to identify health and safety hazards.
- Managed compliance with hazardous waste storage and disposal.
- Performed on cross wind team to measure alpha, beta, and gamma radiation
- Conducted industrial hygiene sampling:
  - Noise Dosimetry – Established base wide Hearing Conservation Program
  - Air Sampling
  - Radiological Testing
  - Water Sampling (Potable and Waste Water)
  - Lead Sampling
  - Asbestos Monitoring

**Education/Certifications:**

Dec 2021 – UNIVERSITY OF TEXAS AT TYLER: Soules Business College, Texas – Master of Science: HUMAN RESOURCE DEVELOPMENT

Dec 2018 – Six Sigma Green Belt

Sep 2018 – American Red Cross First Aid/CPR/AED Instructor

May 2014 – HRCI SPHR Certification, SHRM SCP Certification

Jul 2009 - TEXAS ENGINEERING EXTENSION SERVICE: Kilgore College, Tx - OSHA 501 Course (Train the Trainer)

Aug 1993 - SOUTHERN ILLINOIS UNIVERSITY: Barksdale AFB campus, Louisiana - Bachelor of Science: INDUSTRIAL TECHNOLOGY

Jul 1993 - SCHOOL OF AEROSPACE MEDICINE: Brooks AFB, Texas - Bioenvironmental Advanced Class (6 weeks)

May 1993 - COMMUNITY COLLEGE OF THE AIR FORCE - Associate of Science: BIOENVIRONMENTAL ENGINEERING

Sep 1990 - SCHOOL OF AEROSPACE MEDICINE: Brooks AFB, Texas - Bioenvironmental Engineering Program (13 weeks)

May 1987 - ANGELINA COLLEGE: Lufkin, Texas - Associate of Science: PHYSICAL EDUCATION

**References are attached.**

## References

1. Tim LoGrasso, former VP of HR for American Railcar Industries, supervisor
  - a. Cell: 314-616-4636
  - b. Email: [tim.lograsso@yahoo.com](mailto:tim.lograsso@yahoo.com)
  - c. Current Company/role: Sun Source, HR Business Partner and Strategist
2. Robert McMahon, former GM of Southwest Steel Casting Company
  - a. Cell: 484-274-5726
  - b. Email: [rmcmahon37@yahoo.com](mailto:rmcmahon37@yahoo.com)
  - c. Current Company/role: MetalTek International, General Manager
3. Lisa Turner, Personal Reference
  - a. Cell: 903-576-0447
  - b. Email: [lturner@micrometl.com](mailto:lturner@micrometl.com)
  - c. Current Company/role: MicroMetl, Plant Manager
4. Les Whelchel, former subordinate at Southwest Steel Casting Company
  - a. Cell: 903-360-4592
  - b. Email: [les\\_whelchel@yahoo.com](mailto:les_whelchel@yahoo.com)
  - c. Current Company/role: Southwest Steel Casting Company, HR Generalist