Ruben Sepulveda

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# Management.

* **Background in management affairs**, including experience in employee recruitment, staff development, mediation, conflict resolution, and legal compliance.
* **Demonstrated success in negotiating win-win compromises**, developing teambuilding programs, and writing personnel instruction manual, Arc Flash policies, job descriptions and management reports.

HR Skills

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| HR Department Startup  Employment Law | Staff Recruitment & Retention  Employee Relations  Project Management | Training & Development  Performance Management  Organizational Development  HR Policies & Procedures |

Professional Experience

## Board Of County Commissioners. — Bartow, FL

Provide management and design review for county utilities systems.

Operations Maintenance Manager, 2005 to 2013

Recruited to help open new Technician Section in the Department, guiding the startup and management of a full spectrum of operations, systems, and programs. Worked with senior management to create policies and procedures; recruit employees; create group benefits databases; and develop orientation, training, and programs. Manage leave-of-absence programs and personnel records; administer budget; and handle HR generalist workplace issues.

### Key Results:

Played a key role in ensuring the successful launch of Instrumentation Technicians office. Structured and implemented programs and policies in the areas of training, benefits packages, incentives and employee orientation.

Fostered a teamwork/open-door environment conducive to positive dialogue across the organization. Resolved conflicts between employees and synchronized to promote employee within.

Help introduced department’s first formal ArcFlash and process program, creating a flexible and well-received tool that was later to be adopted county-wide.

Revised job descriptions across the departments’ categories. “Shadowed” and interviewed employees to construct an accurate picture of the duties and skills required for each position.

Professional Experience *(continued)*

## Golden Shrimp Inc. — Lake Wales, FL

Provide business plan and marketing plan for small agriculture company.

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| HR Representative, 2006 to 2015 | Process Department Manager, 1995 to 1997 |

Encourage to fulfill a broad range of management functions, including implementation of a pilot program in Lake Wales, Florida, overseeing the production of saltwater shrimp in a recalculating system and currently a production of Tilapia and an Hydroponic system.

### Key Results:

Training other agricultures, conducting local workshops and one-on-one coaching sessions that contributed to sound production decisions.

Co-developed a tracking system that insulated group from legal risk and ensured consistent and fair regulation processes.

Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered awards structure) that increased employee satisfaction and productivity.

Reworked new-hire orientation program to include HR information and company resources.

Education & Certifications

## Ashford University — Clinton, IA

Master Business Administration (MBA) Minor in Global Management and Marketing, Present

## Ashford University — Clinton, IA

Bachelor of Arts (BA) in Organizational Management, 2009

## Purdue University — Fort Wayne, IN

Assosiate of Science (AA) in Electrical Engineering Technology, 2004

## Harbor Branch Institute — Fort Pierce, FL.

Certificate in Aquaculture production, 2000

## isa Certificate — Orlando, FL.

Advanced Project Management for Team Leaders, 2009

## Purdue University — Fort Wayne, IN

Certificate in Computer-Controlled Systems, 2004

Activities: Worked during college as a maintenance and team supervisor for General Electric.

Of Note

#### Professional Development:

* Complete ongoing training in the areas of aquaculture production and recirculation system.
* Complete ongoing training in the areas of employee and labor relations, leaves of absence, workers ’ compensation, and workplace safety/security.

#### Affiliations:

* (SHRM)
* IEEE
* ISA