

ELAINE CARRASCO

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SENIOR PROJECT / GLOBAL HR MANAGEMENT EXECUTIVE

Change Champion • Business Strategy • Operations Excellence • Transformational Projects

Goal-oriented Senior Project / Global HR Management Executive with extensive experience developing business growth strategies and implementing best practices that drive long-term company goals. Proven track record of implementing high-quality enterprise solutions that achieve professional successes in diverse corporate cultures. Versed in global project planning and execution, risk mitigation, financial analysis, compliance, and people management. Excellent problem-solving, organizational, analytical thinking, and written and verbal communication skills. Fluent in English and Spanish.

CORE COMPETENCIES

Project / Program Management Expert | Strategic Planning & Execution | Global Cross-Functional Partnerships
Organizational Restructures & Reengineering | Conflict & Crisis Management | Dynamic Leader, Mentor, & Coach
Vision & Purpose Management | Innovative Strategist | Talent Management & Retention

PROFESSIONAL EXPERIENCE

Spencer Thomas Group | Denver, CO

2018 – Present

Woman-owned professional services firm that delivers comprehensive business solutions, such as human resources, payroll, service management and information technology solutions.

Sourced Freelance Consultant

Offer expertise in HR and global payroll systems. Administer status reports, weekly meetings, payroll reports and data management, and G/L files. Generate reports on total solution delivery. Execute payroll outsourcing solutions and ensure operational readiness for payroll transitions. Own accountability for risk management, workplace safety, stabilization, and go-live. Key projects:

Wilton Industries, Inc.

Managed contract reviews for payroll provider and oversaw termination of legacy system and credits due to client.

- **50% reduction in payroll costs** achieved by researching and selecting new payroll vendor that offered one platform for all payroll needs across U.S., Canada, and Hong Kong and that would align with fit for growth model.
- **Conducted global risk assessment over six-week period** and counseled on gap analysis within legacy system. Interviewed vendors to participate in RFP and demo process and ensured connection with Success Factors Employee Central. Responsible for all communication to vendors and in-house leadership team.

Vialto Partners

- **Created global payroll implementations and resources plan for Europe, APAC, and Middle East in under three months** by implementing templates to capture payroll processes and frame SOPs for each country, securing payroll resources, structuring KPIs for all consultants, establishing weekly PMO calls, and ensuring accurate and up-to-date project plans were available each week for executive team.
- **Functioned closely with treasury and payroll processing teams** on diverse elements of period-end close procedures and payroll management metrics.

Emerson Electric Co.

Monitored and kept project deliverables aligned with due dates and reported change requests that could impact budget.

- **Directed and motivated project team members in Manila and IT team in India.** Appraised internal PMO of project status and compiled reports, presented project updates to steering committee, and proactively conveyed potential risks to avoid scope creep.
- **Developed strong partnership** with external payroll implementation team.

Merit Medical

- **Oversaw project team's Mexico payroll implementation** and briefed leadership team on project status and identified risks due to competing deadlines with three project implementations (payroll, time, and system of record).

American Bureau of Shipping

Monitored payroll laws and regulations for compliance, supervised competing implementation start dates for various countries, and collaborated daily with ADP project team.

- **Led multi-country project using two different ADP platforms** by building in-country partnerships, hiring external accounting firm to assist with implementations, frequently reviewing project plans, and evaluating risks.

Brother International

Redesigned and rewrote job descriptions for all positions. Provided executive coaching to Managers and Directors on leadership strategy.

- **Reviewed and monitored organizational restructure** as company reduced 50% of its Mexico workforce.

Aggreko, LLC | Houston, TX | Chile/Peru/Bolivia**2014 – 2018**

Leading provider of industrial energy solutions with 180 locations around the world and over 6,000 employees.

Project Manager

Executed key global projects in sales capability and talent acquisition. Defined scope, planned, designed, implemented, and evaluated global HR projects and ensured alignment with overall HR priorities and strategic vision.

- **Increased sales** through division's first training curriculum that boosted team's confidence in promoting products.
- **Redesigned comprehensive career page** that worked for team members across all regions.

Human Resources Manager (Expatriate) – Chile, Peru, Bolivia

Acted as business partner and supported management by providing HR advice, counsel, and decisions. Provided employee development and counseling assistance to staff. Supported and counseled business managers how to effectively manage teams. Developed organizational strategies, contributed recommendations to company strategic direction, and established HR objectives in line with company goals and cultural transformation. Complied with all country-specific legal requirements.

- **Created strong team environment across all departments** by leading with courage and optimism, demonstrating compassion, and listening intentionally to employees' fears, concerns, and ideas.
- **Gained company restructure buy-in, engagement, and support** from all departments.
- **Led 50% reduction in headcount** as copper mining industries decreased sales with China and need for generators was reduced significantly.

Human Resources Manager Americas – Corporate & Power Projects

Managed full-time global mobility employee. Managed immigration issues for employees in Corporate Americas functions and travel visas, as needed. Provided day-to-day performance management guidance to management on coaching, counseling, career development, and disciplinary actions.

- **Improved cultural dynamic to drive future growth** as champion of new policies, rebranding, and restructures that aligned with business goals.
- **Assisted with special projects across the Americas**, delivering results of climate survey, internal audits, car policy review, talent calibrations, organizational restructuring, and uniform onboarding processes.

Elaine Carrasco, LLC | Houston, TX**2013 – Present**

Firm that provided advice to small business owners on key HR practices and delivered training on current legislation.

Owner/President

Offered guidance to senior leadership in interpretation of HR management policies, procedures, and programs, as well as application of government laws and regulations. Supported achievement of organizations' needs with measurements of success aligned with companies' visions. Analyzed financial data to identify methods to increase profits and reduce costs.

- **Gained extensive personal and professional growth** by singlehandedly building company from square one through extensive training, networking, hard work, and perseverance.

Quanta Services, Inc. | Houston, TX**2012 – 2013**

Provides engineering, procurement, and construction services for electric power and oil and gas infrastructure industries.

Senior Manager – Employee Relations & International Human Resources

Directed global mobility, employee relations, policy updates, recruiting vendor management, and job description creation.

- **Resolved 100% of employee relations cases** with zero escalations to executive leadership.
- **Significantly reduced overhead costs** by standardizing the search firm contingency fee paid per hire to and requiring hiring managers to collaborate with HR team on all open positions.

Paradigm Geophysical | Houston, TX

2011 – 2012

Largest independent developer of software-enabled solutions to oil and gas industry with over 550 employees and a global presence in 28 countries.

Human Resources Business Partner

Maintained and built client relations with all department leaders in North America and oversaw payroll.

- **15-20% cut in rapid recruitment of specialized, highly skilled employees** earned through development of technical support hotline for clients and implemented KPIs to rate the effectiveness of calls answered and resolved and this reduced time employees spent in-house providing support.
- **Created and implemented a new retention plan within 12 months** with enhanced employee benefits inclusive of increased vacation entitlements, new 401k provider, more attractive benefits offerings, and spot bonuses for staff.
- **Significantly reduced employee turnover** by developing company green card policy in collaboration with immigration attorney.
- **Prevented potential ICE audit and thousands of dollars in fines** by ensuring company had an accurate and compliant I9 on file for every employee.

EDP Renewables North America | Houston, TX

2010 – 2011

Develops, constructs, owns, and operates wind farms and solar parks throughout North America. Previously known as Horizon Wind Energy LLC.

Human Resources Manager – Repatriation

Programmed and managed job evaluation system via Hay Group. Managed all human resources activities for Canadian platform as new business entity, including immigration, compensation, on-boarding, employee relations, and terminations.

- **Played critical role in establishment of company's global mobility plan** upon repatriation to U.S.
- **Led development and implementation of consistent individual performance evaluations** and single approach to KPIs for more than 750 employees.
- **Instrumental in helping inpatriates acclimate to U.S. business culture** as change agent for global mobility.

EDP Renovaveis, S.A. | Madrid, Spain

2007 – 2010

Company that designs, develops, manages, and operates power plants that generate electricity using renewable energy.

Human Resources Manager – Expatriate

Managed training delivery for all employees on annual performance evaluation system and feedback interviews. Developed individual development plans. Improved organizational effectiveness and employee retention.

- **Cultivated strong partnerships with fast-growing Brazilian platform** to promote culture of renewable energy company and create synergy with those in U.S., Portugal, and Spain.
- **Promoted cohesive working group and understanding of cultural norms** after company's first acquisition in U.S.
- **Planned, developed, and implemented strategic processes** for succession planning and identification of critical positions and employees.

EDP Renewables North America (Formerly known as Horizon Wind Energy) | Houston, TX

2007 – 2007

Human Resources Manager

- **Directed successful open enrollment period with 0% increase** on medical, dental, and vision plans.
- **Accomplished expense ratio savings and exceptional selection of investment funds** by transitioning 401k retirement investment plan from Principal Financial to Fidelity Investments.
- **Enhanced employee's ability to manage out-of-pocket medical expenses** through implementation of company's first FSA card that eliminated non-compliance and manual work.

EDUCATION & PROFESSIONAL DEVELOPMENT

Master of Business Administration (Concentration in International Business)

Bachelor of Arts in Political Science

University of St. Thomas (Houston, TX)

ASSOCIATIONS

Project Management Institute (PMI)

Society of Human Resources Management (SHRM)

TRAINING

London Business School – Essentials of Leadership & Executive Strategy (London, UK)

Communications Training – Public Speaking and Presentation (Madrid, Spain)

AWARDS

Human Resources Merit Award – EDP Renovaveis, S.A. (Madrid, Spain)