

RUBY BOWEN

1001 Leadership Place
Killeen, TX 76549

HIGHLIGHT OF QUALIFICATIONS

- Record of accomplishment managing personnel and working in environments with high standards.
 - 15+ years of leadership, management, professional development and adult education experience.
 - Excellent written/oral communication; ability to communicate complex ideas clearly/concisely.
 - Possess advanced knowledge of Microsoft applications: Outlook, Word, Excel, and Power Point.
 - Personal integrity, strong work ethic, self-motivated, and goal-oriented.
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EDUCATION AND TRAINING

Master of Business Administration, Management (December 2011), **GPA: 3.67/4.0**
University of Mary Hardin-Baylor, Belton, TX.

- **Thesis: Total Quality Management** Practices at Southwest Airlines
- *Bloomberg's Business Week* Magazine Essay Contest, 2nd Place (2011)

Bachelor of Business Administration, Major: Finance (May 2009), **GPA: 3.5/4.0**
University of Mary Hardin-Baylor, Belton, TX.

- 15 Public Speaking Awards, University of Mary Hardin-Baylor Forensics Team
- University of Mary Hardin-Baylor Business Forum Ethics Champion
- Sigma Iota Epsilon Management Honor Society

160 Hours, Primary Leadership Development Course, United States Army
Honor Graduate (Top 10% in the class)

FAA Licensed Private Pilot

PROFESSIONAL EXPERIENCE

Anderton Castings, LLC

Human Resources Generalist

222 Lely Drive Troy, Texas 76579

12/2015 – Present

- Complete HR personnel actions including: process new hire packets, leave requests, promotions, transfers, terminations, COBRA notifications, and employment verification requests for 300 employees.
- Responsible for applicant screening/hiring/orientation, employee attendance tracking, HRIS database administration, and personnel file management.
- Conduct research, development and execution of company-wide training initiatives.
- Assist HR Manager with recruitment and retention, and payroll and benefits administration.
- Conduct employee counseling and conflict resolution.

Spare Time Texas
Event Sales Manager

5434 Loop 205 Temple, Texas 76502
09/2014 – 12/2015

- Responsible for **hiring, supervision, development, and scheduling** of an event staff of 15.
- Identify and develop new client leads through **prospecting and attending networking events**.
- **Negotiate proposals**, create and **execute contracts**, and process payments for events.
- **Implement marketing and advertising strategies** and techniques for promotions and events.
- **Effectively communicate** event details with team to ensure flawless event executions.
- Promote and **facilitate** corporate team building events.

City of Killeen, Texas
HR Training and Development Coordinator

101 N. College Street Killeen, Texas 76549
07/2012 – 09/2014

- **Develop, facilitate, and electronically track** ongoing training program for 1,200+ internal staff.
- **Instruct groups of 20-100** employees in a classroom or auditorium setting.
- **Conduct city-wide assessments** and create EEO and ADA compliance initiatives.
- **Schedule and facilitate** bilingual testing/certification process, including proctoring exams.

University of Mary Hardin-Baylor
Assistant Director of Admissions

900 College Street Belton, Texas 76513
09/2009 – 07/2012

- Manage \$600,000.00 **department budget** and complete **monthly purchase requisitions**.
- **Plan, coordinate and execute** year-round **recruiting events** for more than 1,500 attendees.
- Oversee the **timely processing** of 40,000 electronic inquiries / admission applications annually.
- **Supervise, train, counsel,** and conduct performance appraisals for 13 direct reports.

Bruce & Associates
Licensed Insurance Agent

Killeen, Texas 76542
7/2006 – 6/2007

- Prepared and executed investment classes covering IRAs, Annuities and Life Insurance.
- Maintained client relationships through follow up counseling and assistance.

United States Army
Supervisor / Trainer

Kaiserslautern, Germany
11/2003 – 6/2006

- **Develop and execute training** and deployment readiness programs for 300 personnel.
- **Conduct unit inspections to ensure compliance** with US Army regulatory guidelines.
- **Instruct 2-week** Chemical, Biological, Radiological and Nuclear Specialist course.

PROFESSIONAL AFFILIATIONS

Society of Human Resources Management

Central Texas HR Management Association