

Carol Ann Pruitt, SPHR

Areas of Expertise

- Compensation Strategy
- Job Analysis & Design
- Benefits Administration
- Talent Planning & Acquisition
- Employee Relations
- HR Policies
- Performance Management
- Career Development

Industry Lines

- Airline
- Railroad
- Airport Operations
- Manufacturing
- Defense
- Technology
- Energy
- Non-Profit
- Construction
- Professional Private Practice
- Property Management

Computer Applications

- MS Excel
- MS Word
- MS Power Point
- Video Interviewing
- ADP
- Compensation Software - various
- PeopleSoft

Education/Qualifications

- Bachelor's Degree, HR Management concentration – Texas Christian University
- Senior Professional in Human Resources (SPHR) certification

Professional Summary:

Human Resources professional with practical and consulting experience leading various proactive Human Resources projects and programs for organizations in various industries undergoing growth, turnaround, and transitional business cycles. Experience ranges from large, complex corporations to small privately-owned businesses in both public and non-profit sectors. Specific expertise includes compensation strategy, total rewards, talent management, and HR policies.

Major Roles & Responsibilities

Total Rewards

Experienced senior-level compensation professional with expertise in compensation strategy, salary structure development, and organization competitive market positioning. Knowledge of compensation and benefits laws.

- Trained, developed, and led a team of compensation professionals to redesign and validate executive and broad-based compensation programs aligned with the company's turnaround plan and future business strategy.
- Established career ladders in various organizations for staff and industry-specific job families. This included developing job descriptions and conducting market analysis to ensure alignment and competitiveness with the external market.
- Transitioned 1099 contractors to employees for a professional private practice organization. This included developing an employee handbook, job descriptions, and salary structure and conducting an FLSA audit.
- Led and developed HR professionals in Compensation, Benefits, and HRIS for a technology company.

Talent Planning & Acquisition

Special expertise in talent acquisition includes employment branding, interviewing techniques, job analysis, and competency modeling—knowledge of employment laws related to talent planning and acquisition.

- Conducted full-cycle recruitment process in consulting and staff roles, delivering pre-qualified, diverse candidates to clients/internal customers. Positions included director, manager, professional-exempt, and non-exempt.
- Led recruitment processes, including developing structured interview tools, sourcing and screening candidates, interviewing, final selection, and onboarding.
- Developed career paths for job families in various industries.

Human Resources Generalist

- Performed HR Generalist functions in various roles, including hiring, employee engagement, investigations, performance management, and reductions-in-force.
- Developed and updated various multi-state employee handbooks for clients, incorporating new and current HR laws.
- Developed various HR policies, such as pet-friendly office, and marijuana in the workplace, for clients needing to adapt to the changing landscape of HR.

