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Summary of Qualifications

- More than 15 years experience.
- Experience on Talent Management Process.
- 10 years experience on Food Industry.
- 10 years experience on Metalmechanic Industry.
- English 80%
- Degree on Pedagogy
- Ability to meet deadlines for multiple simultaneous projects, and work well under pressure.
- Ability to work independently, and with a team environment.
- In-depth knowledge of the training and development control, STPS regulations, ISO, HACCP, Organizational development.

Employment History

Fisher Controles de México SA de CV- Emerson -

Talent Attraction Chief , June 2013 - Actual

- Talent Management
 - Follow up to Talent Management training programs.
 - Career Paths and ladders for Toluca Engineering Center and Quality and Finance area.
 - Develop and manage onboarding programs for critical roles.
 - Promote effective communications and employee retention and complete employee relations program
 - Work with area managers or area supervisors to ensure a positive and productive work environment
- Peoplesoft Implementation at Fisher under Costa Rica Share service supervising.
- Performance Management Administration
- Opinion Survey implementation and follow up to critical plans.
- Union relationship
 - Wage proposal for Union negotiation
 - Closed Follow up to contract and benefits for unionized employees.
- Compensation & Benefits
 - Monthly communicate the Finance area the annual payroll budget for operations and service area.
 - Benefits administration: Car lease, Major Medical administration
 - Salary increase & Wage increase for negotiation.
 - Coordinate with headquarter all internal promotions, salary increases.
 - Admin merit increase for all salaried employees.
- ISO Auditor
 - Attended safety, CTPAT, ISO and external audits.
 - Generate ISO Audit
- Establish partnership with universities in order to promote co-op students or critical vacancies.
- Responsible for elaborating HR indicators, Headcount bridge, Monthly reports to headquarter.
- Outsourcing services management.
- Responsible for HR administration for USA and LATAM positions.
- Recruitment strategies for hourly and salaried positions.
- Administrate the technical, and administrative duties with buses vendor, as well the medical service coordination
- Supports employees on issues, including but not limited to; benefits, payroll, and general policy and procedures.
- Create an internal recruitment process to reduce trainees turnover from 50% to 10%

Training and Organizational Development chief, February 2011 –June 2013

- Developed and implemented the training Annual Plan based on competencies and performance evaluations, institutional programs, projects requirements.
- Implemented a suitable database that ensures accurate record and report functionality (TRAS).
- Monitored contracts with external providers of mandatory training and ensure fit for purpose and value for money.
- Developed Training Budget.

- Quality System manager for Human Resources.
- Developed training programs for high potential and Faces to watch.
- Developed the use of alternative learning methods such as "Emerson Process University" "Toolingu"
- Managed training administrator Act as facilitator for workshops across the organization where appropriate.
- Used existing Personal Development Plan/appraisal system to inform the commissioning of Training and Development to meet the workforce development plans.
- Developed effective induction programs.
- Coordinated corporate events, social activities, informal events.
- Controlled and monitored training indicators.
- Fisher magazine coordinator.
- Developed training programs for critical functions.
- Performance management administration program.
- Communication program coordinator.
- Coordinated corporate training programs.
- Market surveys that serve as reference for tabs definition.
- Manage and update the Working Rules to determine the behavior of workers within the company, thereby maintaining healthy relationships and clear standards.
- Staff movements: promotions, increments, etc.

Fabricas Monterrey SA de CV Femsa-Heineken
Training and Development chief, February 2008 – November 2010

- Developed and implemented the training Annual Plan based on competencies and performance evaluations, institutional programs, projects requirements.
- Implemented a suitable database that ensures accurate record and report functionality (SICAP).
- CONOCER certificate implementation for operational employees.
- Monitored contracts with external providers of mandatory training and ensure fit for purpose and value for money.
- Developed Training Budget and HR budget control.
- Quality System manager for Human Resources.
- Developed job descriptions for administrative and operational staff
- Developed the use of alternative learning methods such as Universidad FEMSA for salaried and hourly employees.
- Managed training administrator Act as facilitator for workshops across the organization where appropriate.
- Used existing Personal Development Plan/appraisal system to inform the commissioning of Training and Development to meet the workforce development plans.
- Developed effective induction programs.
- Coordinated corporate events, school visits, education, innovation, occupational mobility programs.
- Controlled and monitored training indicators.

Productos Rich SA de CV - Bimbo
Training and Development Coordinator, August 2001 – October 2007

- Developed and implement the training Annual Plan based on competencies and performance evaluations, institutional programs, projects requirements.
- Manage all training programs for 5 regions and 2 workshops.
- Participated in conducting needs analysis and worked with Area Directors to develop customized training programs to meet identified needs.
- Developed and provided quarterly reporting on training and development metrics, including number of courses, participant profiles and evaluation results.
- Ensured evaluations were conducted on all training and development programs in line with the approved evaluation strategy.
- Coordinated all education, communication programs for MRP implementation.
- Change Management tools for implementations.
- Considered the costs of planned programs and kept within budgets.
- Worked in a team to produce programs that were satisfactory to all relevant parties in the organization, such as line managers, accountants and senior managers at board level.
- Developed effective induction programs.
- Devised individual learning plans.
- Produced training materials for in-house courses.
- Implement Educational programs to technical employees to concluded elementary and high school degree.
- Ensured that statutory training requirements were met.

Education

Thanatology diploma on going

Union Contract Costing

ISO Auditor

Lominger Certification

Human Resources Strategic Administration

Strategic Administration for Training Based on ISO

Lic. Pedagogía

MBA

2021 Instituto Mexicano de Tanatologia

2019 AON

2018 SGS

2015 Korn Ferry-Emerson, Texas

2013-2014 ITESM, Toluca

2009 -CAPINTE, México DF

1998-2002 Universidad Panamericana, México DF

2006-2007 UDLA, México DF (unfinished)