

Alicia Cox

DIRECTOR OF PEOPLE AND
CULTURE

Details

Lancaster 75146

United States

2145570889

mrsaliciamcox@gmail.com

Skills

Leadership

Strategic Thinking

Legal Knowledge

Business Acumen

HR Policies And Procedures

Employee Relations

Recruitment And Hiring

Employee Benefits And
Compensation

Employee Training And
Development

Performance Appraisal

Employee Engagement

Change Management

Problem-Solving

Interpersonal Skills

Professional Summary

Director of People and Culture with 19+ years of experience in human resources leadership, HR operations, and organizational development. Proven expertise in HR policies, recruitment, employee training, and strategic leadership. Successfully managed HR functions for over 250 city-wide employees and administered an \$8,000,000 self-insurance fund, overseeing a \$1,000,000 self-insurance budget and a \$28,000,000 salary and benefits budget. SHRM certified professional committed to excellence and integrity.

Employment History

Administrative Director, City of Wilmer, Wilmer, TX

APR 2025 — JUN 2026

- Directed HR operations for the City of Wilmer, implementing HR policies and procedures that strengthened compliance and enhanced employee relations.
- Streamlined recruitment and hiring processes, resulting in improved onboarding experiences for new employees.
- Advised executive leadership on workforce planning and operational efficiency, aligning HR initiatives with business goals.
- Managed departmental budgets while ensuring all operations adhered to applicable laws and regulations, promoting a productive, service-oriented workplace.
- Oversaw employee training and development programs, fostering employee engagement and professional growth.

Human Resources Manager, WRA Architects, Inc., Dallas, TX

MAR 2023 — JAN 2025

- Managed recruitment and implemented standardized hiring and onboarding processes to enhance talent acquisition and streamline integration for new employees.
- Administered employee benefits and compensation, ensuring compliance with federal and state regulations while maintaining strong vendor relationships.
- Led employee training and development initiatives, focusing on performance appraisal systems to foster professional growth and engagement.
- Partnered with leadership to resolve employee relations matters, reinforcing HR policies and procedures to improve operational consistency and support for staff.

Principal, AMD Consulting, LLC & Insight HR Partners, Dallas, TX

JUL 2018 — PRESENT

- Delivered comprehensive HR consultation across the employee lifecycle, focusing on recruitment and hiring, HR policies and procedures, and employee benefits and compensation.
- Engineered tailored employee training and development programs, enhancing performance appraisal processes and fostering employee engagement.
- Facilitated change management initiatives through strategic problem-solving and interpersonal skills, resulting in measurable improvements in organizational culture and operational effectiveness.
- Managed HR projects from assessment through implementation, ensuring alignment with business goals and regulatory compliance in employee relations.

Director of Human Resources & Risk Management, Cit of University Park, University Park, TX

JAN 2017 — MAR 2020

- Led HR functions for over 250 employees city-wide, ensuring effective recruitment, personnel policies, and employee relations.

- Directed the self-insurance program, managing an \$8,000,000 fund and a \$1,000,000 budget while overseeing insurance procurement and claims administration.
- Prepared and monitored the HR departmental budget of approximately \$200,000 and the city-wide salary and benefits budget of approximately \$28,000,000.
- Ensured compliance with federal and state regulations as ADA Coordinator and Records Management Officer, enhancing organizational legal knowledge.
- Implemented safety programs and city-wide safety initiatives, demonstrating strategic thinking and problem-solving capabilities.

Education

Master of Arts in Counseling, Dallas Baptist University, Dallas

AUG 2025 — DEC 2029

Bachelor of Business Administration, Southern Methodist University, Dallas

AUG 2001 — DEC 2005

Bachelor of Arts (Psychology), Southern Methodist University, Dallas

AUG 2001 — DEC 2005