

Albert Gee
10602 Indian Paintbrush Lane
Houston, TX 77095

PROFESSIONAL PROFILE

Human Resources Manager with over 30 years experience in employee relations, wage and compensation, employee development, equal employment, employment law, alternative dispute resolution and supervisory management. Organized and take charge with exceptional follow through; detailed oriented; capable of plans projects from conception to completion.

EDUCATION

Huston-Tillotson College
Austin, TX
Bachelors of Arts-History
May 1972

CAREER HISTORY

Assistant Vice President for Human Resources 2008-present
Prairie View A&M University

Director of Human Resources 1984-2008
Prairie View A&M University

Responsible for administrative and management oversight of the University's Department of Human Resources. This includes employment and staffing, employee development and training, employee benefits administration, immigration services, position classification, affirmative action and equal employment, and wage classification. Serve as a consultant to University College and departments on various human resource related issues.

Consultant 1983-1984
Kevin S. Wiley, Attorney @ Law

Chapman, Reese, & Wiley, P.C.
7929 Brookriver Drive, Ste. 370
Dallas, TX 75247

Retained to work with companies engaged in bankruptcy proceedings in reviewing, analyzing and updating their personnel operations. Developed personnel procedures to include performance plans, employee handbook, EEO/Affirmative Action plans and wage and salary administration.

Plant Personnel Supervisor 1981-1982

Union Camp Corporation
San Antonio, TX

Responsible for the administration of the plant personnel operation involving the administration of the employee benefits program, recruitment and employment, employee safety program, EEO/Affirmative Action, and employee relations.

Personnel Manager 1980-1981

San Antonio Children's Center Hospital
San Antonio, Texas

Responsible for the overall management and supervision of the human resources component that comprised the payroll operation, recruitment and employment, interpretation and enforcement of policies and procedures, salary, wage and classification.

Personnel Technician IV (Division Supervisor) 1971-1980

City of San Antonio
San Antonio, TX

Responsible for administering the wage and compensation program that comprised of over 9,000 employees and 450 position classifications. Conducted local, regional and national market analysis with cities comparable in size to San Antonio to determine median salaries paid position comparable to the City of San Antonio. Designed and implemented salary wage scale for professional and non-professional position classifications.

Professional Affiliations

Texas A&M University Human Resources Council
Former elected member of the Texas A&M University System Benefits Advisory Committee (1985-2000)
President (2004-2005), Texas Higher Education Human Resource Association