## Arquella Hargrove, PHR Settlement Facility Dow Corning Trust 3100 Main, Ste 700 Houston, TX 77002 713.874.6058 (v) ahargrove@sfdct.com

Arquella Hargrove brings over sixteen years of progressive human resources management and consulting experience working for organizations in for-profit and not-for-profit. In Arquella's current role at Settlement Facility Dow Corning Trust, she is responsible for people strategies and talent initiatives that support the achievement of the Company's business objectives.

As a Human Resources Consultant, she provides strategic human resources generalist services to not-for-profit and small to mid-sized companies performing duties such as, building an HR infrastructure, ensuring compliance with Federal, Local and State employment laws, writing employment handbooks and job descriptions, and providing counsel and guidance to senior management. Her results-oriented approach has led to the implementation of a number of HR initiatives/programs such as, a total compensation strategy, an employee self service portal, online performance management tool, employee recognition programs, and management/leadership development training.

As a trainer, she has developed and conducted sessions on "Managing Your Human Capital for Success," "Engaging and Retaining Your Employees in a Down Economy," "The Basics of Human Resources for Management," "Emotional Intelligence in the Workplace," "Presentation Skills," "Behavioral Interviewing," and other programs for various industries. She has taught Business Communication at San Jacinto Community College and professional development sessions for Harris County Department of Education.

Arquella holds a Bachelor's Degree in Human Resources Management from Ottawa University and currently pursuing her Executive MBA degree at Texas Woman's University. Arquella received her certification in Human Resources (PHR) in 2001.