CURRICULUM VITAE · HUMAN RESOURCES SINCE 1983

Leda (Le) Morais

Human resources, domestic and international. HR and payroll systems, aligning the company's goals with its employees'. *Thirty-six years of experience in human resources and people management.*

BASED	Europe, travelling full time.
LAST ROLE	Senior HRIS, Southwest Airlines, 2011 to 2019.
SYSTEMS	SAP HR, SAP Payroll, PeopleSoft.
LANGUAGES	English and Portuguese (BR and PT). Spanish: working understanding.
SINCE 2019	Retired. Seven years travelling 24 countries in Europe. Returning to Texas, USA, December 2026.

01 What I did

US HR Management

Building HR departments where none existed, then running them. Job descriptions, compensation, appraisals, employee relations, benefits, and the first HRIS the company ever had.

`employee relations · staffing`
`compensation · benefits`
`policy · EEO compliance`

US Payroll and HR Systems

Payroll processing, and carrying payroll into SAP. Two implementations, one migration off PeopleSoft, and years of keeping the data honest once it was in there. Payroll audits with the local processor (ADP), and reviews of payroll taxes and compensation.

`SAP HR · SAP Payroll · SAP Finance`
`PeopleSoft · ADP · Paychex`
`reporting · data integrity`

International HR and Immigration HR Management

HR and payroll for Brazil, Mexico, Colombia and Argentina, employment contracts under the labour laws, and each country's due diligence on acquisitions and outsourcing. US immigration processing, with final review by outside counsel.

`Brazil · Mexico · Argentina`
`Colombia · Canada`
`US immigration · work visas`

02 Experience

2011 to 2019

Senior HRIS, Southwest Airlines

Dallas, Texas · eight years · retired 2019

– HR information systems support in SAP HR and SAP Payroll, for a company that had grown to 60,800 employees by 2019.
– One of four in the department. Station assignments moved between us as gates and stations opened or closed, so the service volume stayed even across the team.

2009 to 2011

HR Consultant, Alcatel-Lucent

Dallas, Texas · through Fountain Group

– Team lead for HR transaction processing across the Caribbean and Latin America, in SAP HR and PeopleSoft.
– Owned data quality and integrity through the migration off PeopleSoft onto the global SAP platform.
– Trained the data processing staff and supported Organization Management with ad hoc reporting.

2003 to 2008

HR International Manager, Affiliated Computer Services

Dallas, Texas · later acquired by Xerox

– Immigration HR management for foreign national employees: legal work authorizations, visa sponsorships and compliance tracking.
– Handled the contract, pay negotiation and family needs, prepared the employee for the immigration interview, and produced the documentation package for visa approval.
– HR due diligence on outsourcing and acquisition projects across Latin America and Asia.
– Wrote the policy, payroll administration, benefits and employment contracts for legal entities in Brazil.
– Employment contracts and collective bargaining analysis in Latin America.

2001 to 2003

Global Employee Services Advisor, Avaya

Coppell, Texas · Latin America

– Moved payroll for Brazil, Mexico, Colombia and Argentina off in-country vendors and into Avaya's SAP platform.
– Built and documented the vendor interfaces, then stood between the vendors and regional management when they broke.

1998 to 2001

Field Design Office Administrator, Texas Instruments

Dallas, Texas · five design and infrastructure groups

– Ran office operations for the Field Design and Applications organization.
– Built a web-based office information system for engineers who knew chips and not websites.

1983 to 1994

Human Resources Director, Wyatt's Cafeterias

Dallas, Texas · corporate office · eleven years

– Led the corporate HR staff for a 6,000-employee restaurant company.
– EEO charge investigation and response, regulatory compliance, management training and college recruiting.

ALSO, BUILDING HR DEPARTMENTS FROM NOTHING

1997	**Culinaire International**	HR Director, Dallas
1996 to 1997	**MultiTechnology Services**	HR Director, Richardson
1995 to 1996	**Resource One Credit Union**	HR Manager, Dallas
1994 to 1995	**American Heart Association**	National Minority Recruiter, Dallas

Thirty-six years of other people's records. Happy to talk about any of it.

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