

HONGMIN STEWART

BUSINESS OPERATIONS EXECUTIVE

Financial Management | Operational Excellence | Internal Controls | HR Operations | Compliance
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EXECUTIVE PROFILE

Business Operations Executive with 20+ years of progressive leadership across finance, operations, human resources, compliance, audit support, and executive administration. Strengthens internal controls, improves cross-functional execution, and translates operational risk into scalable procedures, reporting structures, and accountability mechanisms. Combines financial discipline, operational insight, and workforce expertise to reduce risk, improve transparency, and support sound executive decision-making.

SELECTED CAREER HIGHLIGHTS

20+ YEARS

Leadership across Finance, Business Operations, HR, Compliance, and Executive Administration.

500 EMPLOYEES

HR operations, payroll, compliance, HRIS, and workforce administration across multiple states.

PROCESS IMPROVEMENT

SOPs, reporting structures, and controls that strengthened compliance and accountability.

\$300M+

Financial oversight and controls supporting inventory assets exceeding \$300 million.

MBA + FINANCE

MBA in Human Resources plus a bachelor's degree in Financial Management.

2023 AWARD

HF Foods Group Employee of the Year for leadership and company-wide impact.

EXECUTIVE CORE COMPETENCIES

BUSINESS OPERATIONS

Operational Excellence | KPI Reporting | Resource Planning

FINANCIAL LEADERSHIP

Budgeting | Financial Analysis | Executive Decision Support

CONTROLS & RISK

Internal Controls | Audit Support | Compliance | SOX

PEOPLE & CHANGE

HR Operations | HRIS | Process Improvement | Change Management

PROFESSIONAL EXPERIENCE

Major Drilling America, Inc.

Salt Lake City, UT | Mar 2026 - Jul 2026

HR Generalist | HR Operations | Internal Controls | Compliance | HRIS

Supported HR operations, payroll, compliance, and workforce administration for a 500-employee multi-state organization. Improved workforce data integrity through reconciliation across Dayforce, ADP, and operational systems.

Advanced Dayforce go-live readiness through system validation, documentation, employee communications, and user support.

Identified payroll calculation errors, including overtime-rate discrepancies, and coordinated corrective action with Payroll.

Reviewed payroll, leave, employee records, 401(k), HSA, and garnishments to strengthen compliance and audit readiness.

Partnered across HR, Payroll, Benefits, Operations, IT, and vendors to improve documentation and process consistency.

Capital Trading LLC - Subsidiary of HF Foods Group Inc.

Salt Lake City, UT | Nov 2020 - Oct 2024

Manager | Finance, Operations & Controls

Directed cross-functional operations spanning Finance, Procurement, Accounting, Inventory, Warehouse, Compliance, and Executive Support.

Oversaw inventory exposure exceeding \$300 million, strengthening reconciliation discipline, accountability, and executive visibility.

Built stronger control environments through policies, approval workflows, documentation standards, and operational monitoring.

Coordinated internal and external audit support, including evidence preparation, process explanations, control testing, and issue follow-up.

Assessed operational and financial risk across purchasing, vendors, inventory movements, expenditures, and reconciliations.

Developed SOPs, reporting structures, and accountability frameworks that improved consistency and control ownership.

Advanced SOX-related objectives through documentation, process controls, audit support, and financial reporting improvements.

Produced KPI, budgeting, workforce planning, and operating analyses that informed executive decisions and resource allocation.

Partnered with Finance, Operations, Purchasing, Warehouse, Sales, and senior leadership to improve execution and performance.

Received the HF Foods Group Employee of the Year Award (2023) for leadership, business impact, and company-wide contribution.

Xi'an Kedagaoxin University

Xi'an, China | Jul 2006 - Nov 2016

Vice Principal (Executive Leadership) & Assistant CFO

Provided executive leadership for financial strategy, budgeting, organizational operations, and enterprise risk management.

Established financial policies, approval authorities, accountability structures, and internal controls supporting disciplined growth.

Directed internal audits, monitored corrective actions, and strengthened regulatory compliance across financial and operating functions.

Led budgeting, capital planning, investment evaluation, financing initiatives, and long-term resource allocation.

Prepared financial, budgetary, and operating analyses for executive and governing-stakeholder decision-making.

Coordinated government compliance requirements, external financial relationships, and cross-functional improvement initiatives.

Advised executive leadership on strategy, operational effectiveness, financial stewardship, and organizational performance.

EDUCATION | TECHNOLOGY | LANGUAGES

EDUCATION

MBA, Human Resources
Xi'an University of Science and Technology

B.A., Financial Management
Northern Nationalities University

TECHNOLOGY

Dayforce | ADP Workforce Now | Power BI
| Microsoft Excel | Microsoft 365 |
SharePoint | HRIS | ERP Systems |
Financial Reporting | Data Governance

LANGUAGES

English
Mandarin Chinese

Authorized to work in the United States for
any employer