

# Stephanie P. DiBurro

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## Summary of Qualifications

Strategic HR leader with experience in medium to large multinational organizations requiring exceptional professional skills in leadership, strategic planning, communication, complex project management, mentoring and coaching. Extensive experience in the Total Rewards and HR operations, results oriented and outcome focused. Confident leader with the ability to influence and empower people to be engaged and focused throughout their careers. Proven success in a variety of industries including construction, ecommerce, consulting, higher education, health care, and technology.

## Professional Experience

### **Suffolk Construction, Boston, MA**

**2017 – 2020**

Suffolk, an innovative construction management firm that is transforming the construction industry, with approximately 2,500 employees in eleven offices across the United States.

### **Senior Vice President, Compensation, Benefits and HRIS**

**2019 - 2020**

Responsible for Compensation, Benefits, HR Operations, Wellness, People Analytics, and HRIS

In addition to my responsibilities as Chief Administrative Officer, my role expanded to include setting HR systems strategy and the HRIS team.

### **Chief Administrative Officer, People & Culture**

**2018 - 2019**

In addition to my responsibilities as Vice President of Human Resources, my role expanded to include Wellness, People Analytics, and Instructional Design.

- Hired, trained, lead, and set strategy for a team of 15 across six locations.
- Developed and incorporated long-term strategies for Shared Services that included the following functions: Total Rewards & Wellness, People Analytics, HR Operations, HR Systems and Instructional Design.
- Conducted a Compensation and Benefits analysis to inform a comprehensive Total Rewards strategy.
- Created an HR analytics function to increase the effectiveness of talent decision-making across the organization.
- Used qualitative and quantitative data metrics, to develop and measure KPIs across the HR function to inform national talent acquisition, retention and management programs.
- Provided oversight and direction to the Instructional Design and Systems Architecture team of four employees who are responsible for the design, development and maintenance of learning content and systems that support the overall organization.

### **Vice President, Human Resources**

**2017 - 2018**

Responsible for Total Rewards, HR Operations, HR Systems and Trade Partner Diversity.

- Provided thought leadership for attracting, motivating and developing talent across the organization.
- Collaborate with business leaders to align human capital strategy with the organization's strategic plan and growth targets.
- Developed and executed a competitive Total Rewards philosophy and strategy inclusive of benefits, short term and long-term incentive compensation plans, executive compensation, and employee mobility.
- Designed, developed and rolled out an annual compensation strategy and supporting systems.
- Implemented programs and systems with the goal of increasing employee and manager self-sufficiency.

- Created a HR tiered shared services center to enhance the services provided to the business to increased employee and manager self-sufficiency across the organization.
- Transformed the way employees interact with People Services by improving the efficiency and effectiveness of processes across People and Culture.
- Monitored Federal and State legislation and make recommendations to the Executive leadership team in such a way that the benefits remain financially supportive yet competitive in our industry.
- Ensured delivery of the highest quality HR services.
- Provided strategic direction to the Trade Partner Diversity team of five who are responsible for monitoring and reporting on compliance with the goals and requirements related to the workforce; in the use of minority, woman, veteran and disabled-owned businesses; prevailing wage; and other similar requirements.
- Built, managed and coached various teams, ensuring alignment of people and objectives to the overall organizational objectives and business goals.

### **Cimpress (Vistaprint), Waltham, MA**

**2008 – 2017**

Cimpress is a global technology and manufacturing-driven company that aggregates, via the internet, large volumes of individually small, customized orders for a broad spectrum of print, signage, apparel and similar products. Cimpress is a hyper growth company going from approximately 800 employees in 2008, to almost 11,000 in 2017.

### **Senior Director Global HR Core Services**

**2014 –**

**2017**

Lead an action oriented Global HR Core Services team which is made up of three functions: HR Operations, Project Management, and HR Data Management.

- Hired, led, trained, and set strategy for a global HR team of 45 employees in 12 different countries across five continents
- Worked collaboratively with Business leaders to develop and adapt HR processes with the changing business needs
- Managed a \$13M budget across the HR organization
- Provided overall strategic direction, metrics and budget targets to Core Services and Centers of Expertise in order to achieve the long-term financial goals of the HR organization
- Ensured alignment and engagement across the business units, with an understanding of how each organization's goals contribute towards overall company objectives.
- Ensured delivery of the highest quality HR services
- Consulted on a variety of international HR and business operations matters

#### **HR Operations responsibilities include:**

- Created a HR tiered shared services model to enhance the services provided to team members
- Transformed the way team members interact with HR by creating a one-stop-shop platform for 8,000 team members across the organization
- Increased employee and manager self-sufficiency
- Created a robust operational model to improve efficiency and effectiveness of processes across the globe
- Aggregated tasks by function into clear roles and responsibilities to enhance the way we work within HR
- Created Service Level Agreements (SLA) and significantly improved turnaround times
- Improved team members confidence in the global HR team

#### **Project Management Office responsibilities include:**

- Created a global Project Management function to drive strategic initiatives through effective project and program management

- Developed a robust knowledge management strategy both internal to HR and external to team members
- Responsible for the talent management program across various operating units
- Responsible for prioritization and capacity planning for all HR projects
- Led large scale cross functional projects throughout the business
- Set standards for projects and change management initiatives and stakeholder analysis

**Data Management responsibilities include:**

- Established a Data Management team focused on data integrity in the various HR systems
- Significantly improved data quality and transactional processing
- Streamlined processes and removed redundancies
- Increased data audits and reduced error rates
- Aggregate transactions for Mass uploads
- Enhanced interfaces between systems

**Director of Global HR Strategy, Planning and Analytics****2012 – 2014**

- Chief-of-Staff to the Chief Human Resource Officer (CHRO)
- Established and managed the Program Office for the CFO to provide oversight of a multimillion-dollar cross functional project resulting in a more efficient and effective workforce while lowering operating expenses
- Created an HR analytics function to increase the effectiveness of talent decision-making across the organization; used integrated actionable data and insights to inform both the strategy and planning process, resulting in more aligned HR programs and services
- Created and now maintain responsibility for the HR strategy dashboard to track key HR initiatives and report on those initiatives quarterly to the CEO
- Diagnosed causes and inform six Global HR Business partners on a variety of HR issues including attrition, engagement and cost of hiring, resulting in better programs and services to retain their high potential employees
- Facilitated activities to communicate and indoctrinate the corporate strategy throughout HR; provide overall direction, metrics and targets to the HR Centers of Excellence in order to achieve the long-term financial goals of the HR organization

**Senior Manager, Global HR Project Management Office****2011 - 2012**

- Successfully established the Global HR Project Management Office (PMO)
- Defined the direction and work required for PMO team members; successfully led projects and team members to meet those goals, and made complex tradeoffs
- Worked with senior leadership team to create alignment on direction and goals; effectively identified and managed differences in perspectives to drive a successful outcome
- Project managed a talent acquisition project that saved significant time and substantial dollars while improving the hiring manager recruiting abilities and fundamentally changing the way we recruit top talent
- Consistently relied on to deliver significant business value for complicated, multidimensional initiatives

**Senior Benefits Manager, North America and the Caribbean****2008 - 2011**

- Expertly managed a complex multi-million-dollar budget across three locations in North America and the Caribbean
- Effectively executed on post-merger integration of two acquisitions in Europe
- Created and launched a 401(k)-investment committee thereby reducing the organization's fiduciary liability
- Successfully managed non-discrimination testing for the cafeteria and retirement plans
- Thoroughly audited the cafeteria and retirement plans resulting in savings greater than \$200K

**Aon (Hewitt), Waltham, MA****2005 - 2008**

Aon is a global professional services firm specializing in risk, retirement and health solutions.

**Senior Consultant**

- Managed a variety of complex projects for various client sized from 3,000 to 50,000 employees, all requiring different levels of engagement
- Advised multinational clients on a variety of approaches to align HR policies with business objectives; from attracting and retaining talent to creating and managing benefit programs that provide maximum investment value
- Provided solutions that enabled companies to confront complex business challenges
- Worked with clients to create multi-year health management and health engagement strategic plans
- Led three senior and two junior consultants and mentored various actuarial students

**Additional Employment History****Director of Benefits**, Tufts University, Somerville MA**1992 - 2005****Benefits Administrator**, Wang Laboratories, Lowell, MA**1988 – 1992****Marketing Representative**, Bay State Health Care, Cambridge, MA**1987 – 1988****Human Resources Assistant**, Textron Systems, Wilmington, MA**1985 – 1987****Education**

- **Master of Liberal Arts (ALM) in Extension Studies**, Harvard University, Concentration: International Relations
- **Master in Business Administration (MBA)**, Franklin Pierce College, Concentration: Leadership
- **Bachelor of Science (BS) in Business Management**, Franklin Pierce College

**Additional Information****Software Experience**

PayFactors • Oracle HCM • ServiceNow HR Module • SAP • PeopleSoft • iCIMS • Sirota survey tool • Microsoft Office Suite

**Affiliations**

Corporate Executive Board (CEB)

Human Capitol Institute (HCI)

Project Management Institute (PMI)

Society of Human Resource Management (SHRM)