

SUMMARY

Highly accomplished, dynamic senior Human Resource executive with a 20+ year history of success in multiple industries, including construction management, ecommerce, consulting, higher education, healthcare, and technology. Creates foundational strategies to unlock new ways to motivate employees, manage resources and costs, and assess effectiveness through total reward programs that give the organization a competitive edge.

- ◆ Leverages data to identify strengths and opportunities for improvement; leads data-driven improvement projects including design, implementation, and analysis; incorporates-meaningful results into strategic plans.
- ◆ Demonstrated ability to craft HR strategy, drive execution, and bring stakeholders together to create a robust talent retention approach that achieves the organization's vision and goals.
- ◆ Assesses challenges and performance gaps, identifies root causes and appropriate interventions / solutions, and then designs, develops, supports and leads the execution of those recommendations.
- ◆ Extremely flexible, composed and purposeful in transitional and high-pressure environments with rapidly changing priorities. Comfortable with uncertainty; adaptable and innovative in the face of situational changes.
- ◆ Analytical / strategic thinker, skilled in streamlining processes and developing policies and procedures to optimize efficiency, reduce costs, protect assets, and maximize profitability.

PROFESSIONAL COMPETENCIES

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|----------------------------------|------------------------------|--------------------------------|
| ◆ Compensation & Benefits | ◆ Health & Wellness | ◆ HR Operations |
| ◆ Project Management | ◆ HRIS | ◆ Total Rewards |
| ◆ Employee Success | ◆ People / Data Analytics | ◆ Leadership |
| ◆ Mentoring, Coaching & Training | ◆ Performance Management | ◆ Process Design & Improvement |
| ◆ Change Management | ◆ Strategic Talent Retention | ◆ Organizational Development |

PROFESSIONAL EXPERIENCE

SUFFOLK CONSTRUCTION, Boston, MA

2017 - 2020

Senior Vice President, Compensation, Benefits and HRIS (2019 – 2020)

Oversight of Compensation, Benefits, HR Operations, Wellness, People Analytics, and HRIS. Hired, trained, and led a high-functioning team of 20 members across 6 locations.

- ◆ Investigated and identified areas of concern, ran detailed audit on Health & Welfare and Retirement plans, formulated compliance corrections with appropriate government agencies, implemented process improvements, automated / streamlined processes, and instituted recurring audits with automated audit reports.
- ◆ Significantly improved data quality and transactional processing by streamlining processes and eliminating redundancies. Increased data audits and reduced error rates, aggregated transactions for mass uploads and enhanced interfaces between systems.
- ◆ Developed and executed on long-term strategies for Shared Services team, including Compensation, Benefits, Wellness, People Analytics, HR Operations, and HR Systems.
- ◆ Created a compensation philosophy, and measurement strategy for market competitiveness, reviewed all job titles and gathered / updated all job descriptions. Grouped similar roles into bands, compared company data to industry and location, recommended changes, created and executed successful change management plan. Built training materials and videos to train Managers, with overwhelmingly positive feedback
- ◆ Partnered with business leaders to align human capital strategic focus and prioritize goals with organization's strategic plan and growth targets, empowering organization to face future with confidence.
- ◆ Developed a competitive Total Rewards strategy inclusive of short term and long-term incentive compensation plans, executive compensation, benefits, and employee mobility.
- ◆ Applied qualitative and quantitative data metrics to develop and measure KPIs across HR function to inform national talent acquisition, retention, and management programs.
- ◆ Provided oversight and direction to Instructional Design and Systems Architecture team who were responsible for the design, development and maintenance of learning content and systems that support overall organization.

SUFFOLK CONSTRUCTION continued

Chief Administrative Officer, People & Culture (2018 – 2019)

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

- ◆ Developed and incorporated long-term strategies for Shared Services team of 18 members that included Total Rewards, Wellness, People Analytics, HR Operations, and Instructional Design functions, with view to thinking globally, expanding rationally, and locating services wisely.
- ◆ Conducted extensive Compensation and Benefits analysis to inform comprehensive Total Rewards strategy.
- ◆ Designed, developed, and launched annual compensation strategy and supporting systems, delivering competitive advantage.
- ◆ Created HR analytics function that increased effectiveness of talent decision-making across organization.

Vice President, Human Resources (2017 – 2018)

Managed and set strategy for 15 team members across the Total Rewards, HR Operations, HR Systems and Trade Partner Diversity functions.

- ◆ Created HR tiered shared services center to enhance services provided to business, resulting in increased employee and manager self-sufficiency across organization.
- ◆ Transitioned organization from anniversary to annual review and merit increase model. Created robust project plan, stakeholder analysis and change management plan, communicated changes, partnered with CFO and Chief Talent Officer on compensation philosophy. Built compensation planning tool from scratch, trained Managers on tool and new compensation philosophy, and executed tool / plan with 95% Managers' compliance.
- ◆ Transformed manner in which employees interact with People Services by improving efficiency and effectiveness of processes across People and Culture.
- ◆ Monitored Federal and State legislation and made recommendations to Executive leadership team so that benefits remained financially supportive yet industry competitive.
- ◆ Provided strategic direction to Trade Partner Diversity team of five. Their responsibilities included monitoring and reporting on government compliance standards which encompassed use of minority, woman, veteran and disabled-owned businesses; prevailing wage requirements; and other similar goals.
- ◆ Built, managed, and coached various teams, ensuring successful alignment of people and objectives to overall organizational objectives and business goals.
- ◆ Consistently promoted into increasingly responsible positions due to performance excellence.

CIMPRESS (VISTAPRINT), Waltham, MA

2008 - 2017

Senior Director Global HR Core Services (2014 – 2017)

Led an action oriented Global HR Core Services team consisting of HR Operations, Project Management, and HR Data Management functions. Managed a \$13M budget across the HR organization.

- ◆ Hired, led, trained, and set strategy for global HR team of 45 employees in 12 countries across five continents.
- ◆ Partnered with CHRO to assess workload and budget impact of each functional area within HR. Multidimensional project boosted employee and manager self-sufficiency, created robust operational model that improved efficiency and effectiveness of global processes, and enriched team members' confidence in global HR team.
- ◆ Ensured alignment and engagement across business units, with understanding of how each organizations' goals contributed toward overall company objectives.
- ◆ Consulted on variety of international HR and business operations matters.
- ◆ Transformed manner in which team members interacted with HR by creating one-stop-shop platform for 8,000 team members across organization.
- ◆ Originated global Project Management function to drive strategic initiatives via effective project and program management.
- ◆ Partnering with head of Communications, created robust project plan to change company name on every piece of collateral. Generated stakeholder analysis and complex change management plan that led to successful name change.

Senior Director Global HR Core Services continued

- ◆ Accountable for talent management program across various operating units, as well as for prioritization and capacity planning for all HR projects. Led large scale cross functional projects throughout business.
- ◆ Set standards for projects, change management initiatives and stakeholder analysis.
- ◆ Established Data Management team focused on data integrity in various HR systems. Significantly improved data quality and transactional processing.
- ◆ Transformed how qualitative and quantitative data metrics were used, successfully creating more accurate method of measuring attrition and informing national talent acquisition, retention and management programs.

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

Served as Chief-of-Staff to the Chief Human Resource Officer (CHRO).

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

Senior Manager, Global HR Project Management Office (2011 – 2012)

Successfully established the Global HR Project Management Office (PMO).

- ◆ Project managed talent acquisition project that saved significant time and substantial dollars while improving hiring manager recruiting abilities and fundamentally changing method of recruiting top talent.
- ◆ HR representative on Business Development team looking to expand business into foreign markets.

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 401(k) investment committee, thereby reducing organization's fiduciary liability
- ◆ Captured savings greater than \$200K by thoroughly auditing cafeteria and retirement plans.

EDUCATION

Master of Liberal Arts (ALM) in Extension Studies, Concentration: International Relations, Harvard University, Cambridge, MA

Master in Business Administration (MBA), Concentration: Leadership, Franklin Pierce College, Rindge, NH

Bachelor of Science (BS), Business Management, Franklin Pierce College, Rindge, NH

TECHNICAL SKILLS

PayFactors, Oracle HCM, ServiceNow HR Module, SAP, PeopleSoft, iCIMS, Microsoft Office Suite

PROFESSIONAL AFFILIATIONS

- ◆ Corporate Executive Board (CEB)
- ◆ Human Capital Institute (HCI)
- ◆ Project Management Institute (PMI)
- ◆ Society of Human Resource Management (SHRM)