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SUMMARY

Innovative, high-performance human resources leader with success record in helping companies scale to the next level by effective business partnering. Core strengths include staffing and recruiting, visa oversight, benefits/total rewards, training and development, compensation, team building, coaching, employee relations, corporate compliance, employee engagement, social media and branding, and organizational development strategies. Adept at delivering targeted results through collaborative partnering to support business-focused best practices.

EXPERIENCE

ACADIA CONSULTING, Boston, MA

2004 - present

Principal and Founder of Human Resource and Business Consulting practice. Areas of focus include staffing and retention, diversity and inclusion, performance, benefits/total rewards programs, reductions in force, executive and team coaching, and due diligence. Selected client engagements include the following:

- Created and implemented custom performance appraisal program for biotech client. Audited HR program and subsequently created and executed HR and business best practices tactics and strategies. Created HR guidelines and compliance program, oversaw H1B and Green Card processes and supported reentry to US for bioscientist denied at border. Drove local, US, and global recruiting and staffing efforts in compliance with all local, state, federal, and international laws. Ensured local, state, US, and global compliance.
- Created, drove, and delivered high-volume talent acquisition initiative to support COVID staffing efforts.
- Successfully transitioned lead scientist to new visa status during pandemic so he could remain in status.
- Evaluated and rolled out comprehensive and enhanced benefit suite for client company resulting in improved offerings at reduced cost and with new tax benefits to employer.
- Created and oversaw employee option program, including executive and employee “evergreen” provisions.
- Brought in by investors to solve complicated and multifaceted employee relations issue for client company. Situation was successfully resolved and key employee was retained.
- Engaged to assess strengths and areas in need of attention for company in process of scaling, Initiated employee surveys and, based on feedback, revamped wellness and rewards programs, created on-site ESL program, and worked with providers to launch multilingual rollout of new health and wellness programs. Identified areas for improved employee engagement and built programs to support and career path team members. Initiated relationship with local nonprofit to strengthen team and community ties.
- Brought in by executive team of client company to lead corporate HR audit. After identifying significant exposures around employment eligibility, created remediation plan and drove implementation, which resulted in clean follow-on audit and alignment with all federal and state compliance requirements. Restructured and coached/mentored existing HR team to align HR function with corporate goals. Successfully recruited executive Marketing Consultant and other key hires to support corporate growth plan.
- Partnered with IT leadership at Harvard Business School to create effective staffing strategy in support of departmental and campus-wide growth plans.

Selected client list includes **Harvard University, Codon Devices, Trek Therapeutics, DAVIDsTEA, Alpaqua Engineering, ChoiceStream, Suffolk University, UMass-Boston, Recipero Ltd.**, and NBX/3Com (now HP), Sherlock Bio, and Shooter Detection Systems.

PERMABIT, INC., Cambridge, MA

2002 - 2004

Software storage company focusing on low-cost backup and archiving via the use of affordable hard drives instead of traditional backup devices.

Senior Director, Human Resources (Contract to Perm)

- Reporting to CEO, created corporate recruiting and retention strategy from scratch resulting in company growth from 12 to 40 plus employees over eight-month period at average cost of \$350 per hire.
- Worked with Board of Directors and retained search firm to successfully complete CEO search.
- Created company-wide compensation and employee stock incentive model.
- Developed numerous employee training and development programs.
- Provided coaching to executive and management staff.

- Created and drove performance appraisal process.
- Worked closely with corporate counsel to develop good internal business practices.

BLUESOCKET, INC. Burlington, MA

2000 - 2002

Bluesocket is a provider of secure, scalable, wireless (802.11) networking products

Director of Human Resources

- Reporting to CEO, hired key executive team members, including Executive Vice President of Engineering, Vice President of Engineering—United Kingdom, Vice President of Sales, Vice President of Product Marketing, and VP EMEA Operations.
- Saved company over \$1.2M USD in recruiting costs.
- Created equity refresh and evergreen option models.
- Analyzed and created company-wide staffing plans, policies, and benefits plans for US EU, and PacRim teams.
- Successfully represented company at all Department of Employment and Training hearings.
- Oversaw all immigration issues.
- In US, directed and managed all company-wide benefit programs including health/welfare plans, ancillary plans, Section 125 and 401(k) plans.
- Ensured compliance for all federal and state regulations.
- As Assistant Secretary to Board, served as liaison for all legal and equity issues.

ADERO, INC., Waltham, MA

1998 - 2000

High-growth B2B company with core product offering of seamless network traffic rerouting to ensure improved connectivity and redundancy

Staffing and Employee Relations Manager (1999 – 2000)

- Reporting to CFO, recruited for and hired several key executive positions, including CFO (via retained search agency) and Vice President of Sales.
- Created and drove staffing plan resulting in corporate growth from 10 to 272 employees in 16 months.
- Oversaw hiring in US, EU, and Asia and worked with Business and Finance teams to set up international offices to create strategic growth and retention initiatives and to ensure local and corporate compliance across all business units.
- Served as HR officer responsible for coordinating sale of core business unit to Inktomi, Inc.
- Worked with VP of Human Resources and Legal Departments on all issues involving corporate RIF activities.
- Assisted executive team with due diligence surrounding corporate acquisition and served as HR liaison during all acquisition processes. Served as HR manager to acquired teams during and subsequent to transition.
- Managed all employee relations issues, including serving as advisor to executive staff and providing coaching to employees at various levels from entry to senior management.
- Designed and managed implementation of company-wide employee communication programs, including employee handbook and employee education benefit seminars.

Senior Staffing Consultant (contract assignment, converted to FTE)

1999

- Established and managed all staffing agency relationships
- Created and managed programs for all direct hiring (without agencies) and internship programs
- Managed team of two contract recruiters, HR assistant, and HR support staff

ACADIA CONSULTING, Boston, MA

1997 - 1999

Selected client list includes:

3COM CORPORATION (formerly NBX Corporation), Andover, MA

Recruiting Consultant (contract)

Brought in by Director of Engineering and COO of NBX Corporation to create and implement a staffing strategy for start-up telecommunications company.

- Worked with senior team resulting in successful acquisition of NBX by 3Com for \$90M cash and stock in 1999.
- Filled all open staffing positions including: hardware and software engineering, all levels of customer support, including field engineers, product managers, marketing, and sales

GIGA INFORMATION GROUP, Norwood, MA

Recruiting Consultant (contracted by Cambridge Interactive)

Brought in by senior management to create and support plan to recruit technical staff.

CAMBRIDGE INTERACTIVE, Cambridge, MA

1995 - 1997

Start-up company creating custom web-enabled database applications.

Director of Recruiting

Hired by President/CEO to initiate and create recruiting strategy. Proficiencies included recruiting for technical hires, including GUI/front-end, middleware, and back-end development as well staffing at every level—from interns to individual contributors to managers.

PRIOR TO 1995

Held a variety of editorial and design positions with increasing responsibility in scholarly and academic publishing fields.

LANGUAGES

- French (conversational)
- Spanish (basic)

PRESENTATIONS

“The Influence of Women on Impact and Sustainability”—panelist on the role women are taking to drive change and affect sustainability. Presented for New England Impact Investing Initiative at Goodwin, Proctor, LLP, November 2018

“Managing Social Media in Employee Recruiting and Hiring”—panelist on employer branding. Presented at K&L Gates, LLP, May 2012

MEMBERSHIPS & ELECTED POSTS

- HR BioConnect
- Senior Human Resource Network (SHRN)
- Human Resource Connection
- Society for Human Resource Management (SHRM)
- St. Paul Venture Capital Human Resources Consortium (Founder)
- Organizing Committee-Boston City Council Debate
- Shady Hill School, Nominating Committee, Board of Overseers
- Fresh Pond Residents' Alliance, Board of Directors
- New Marlborough Village Association, Board of Directors

EDUCATION

B.A., Rutgers University

Graduate-level work in psychology, sociology, political science, and history