

KEILA BARROS

Human Resources Executive

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Boston, MA

SUMMARY

Dynamic, reliable, and personable Human Resources leader with over 20 years of direct experience in various industries including professional services, A/E/C, and non-profit. Significant expertise in strategy development, employee engagement, employee relations, people operations and talent management.

NOTABLE ACCOMPLISHMENTS

- Hired to serve as RISE Construction's first Chief People Officer
- Led an organization through the pandemic and significant cultural shift.
- Designed and implemented a Diversity & Inclusion strategy and actions plan

PROFESSIONAL EXPERIENCE

RISE Construction & Development | Boston, MA
Chief People Officer

2022 – Present

- Provide strategic HR leadership, consultation and guidance to the CEO, executive team, and employees.
- Developed HR strategy and goals to support the company's growth plan. Rebuilt HR infrastructure to support scale (revamped system, rebuilt partnerships with vendors and brokers).
- Redesigned the annual performance review process to promote transparent communication; alignment of individual goals with company objective; (one more) for enhanced employee development and performance.
- Developed a custom framework to support an equitable, efficient, and actionable talent planning process.
- Collaborated with an employee engagement executive to develop retention strategies and engagement action plans to support employee engagement and wellbeing.
- Led a grant application process which resulted in a financial award of \$170,000 to support technical, systems, and leadership training all for employees.

Jewish Vocational Service (JVS) Boston | Boston, MA
Vice President, People & Culture (Head of Human Resources)

2018 – 2022

- As a member of the JVS Executive Team, provided strategic leadership and guidance to the HR function. Managed, developed and coached an HR Manager and Talent Acquisition Specialist.
- Transformed the HR department from administrative unit to a business-aligned, collaborative function.
- Designed a strategic hiring plan to enable the organization's business goals.
- Developed and implemented a leadership development program to upskill people managers and to strengthen the organization's internal pipeline.
- Partnered with the CEO to support the organization through a multi-year pandemic.
 - Redesigned policies and implemented internal programming that supported workforce stability, culture development, connectivity, employee wellbeing, and business continuity.
- Partnered with an executive coach to strengthen the capabilities of the leadership team members.
- Designed and implemented a Diversity & Inclusion strategy and actions plan in partnership with the Leadership Team and Board of Directors.

Suffolk Construction, Boston, MA**2014 – 2018****Director, People & Culture (Head of People Operations)**

- Directed, coached and developed a seven-person national HR operations team. Oversaw various processes including onboarding, off-boarding, benefits implementation, HRIS, LMS Support, and all other operational areas.
- Collaborated with the project management team to develop standard operation procedures for the HR operations team which led to the development of the HR Operations ticketing system.
- Served as a member of the project team to automate the performance management process into Saba.

Manager, People & Culture, Human Resources (HR Business Partner)

- Served as the HR Business Partner for the Northeast region, corporate functions, and non-profit organization.
- Supported the retention, recruitment, and development of employees. Facilitated talent assessment and succession planning processes using the 9-Box tool.
- Provided training to employees and leaders on various topics including employee engagement, benefits, and managing performance.
- Advised leaders on retention, managing performance, employee relations, benefits, and policies.
- Served as HR lead for Southeast region and HR Business Partner for the Regional President. Provided consultation to people managers on employee relations matters and staffing.

The Bridgespan Group | Boston, MA**2011 – 2014****Human Resources Manager**

- Managed benefits administration; oversaw the annual open enrollment process; anticipated and recommended changes to enhance benefits program.
- Administered and managed recruiting processes and initiatives for consulting and non-consulting positions. Reviewed/enhanced processes, strengthened candidate pipeline, screened resumes, managed interview process, and developed a recruitment database.
- Implemented policies/practices to ensure a consistent approach was taken across the organization.
- Managed employee survey process to monitor employee experience and engagement levels.

ADDITIONAL EXPERIENCE

The Salvation Army, Human Resources Manager (2007 – 2011)

Mass General Hospital, Leave of Absence Coordinator (2005 – 2007)

New England Baptist Hospital | HR Generalist; Student Liaison (2001 – 2004)

EDUCATION & SKILLS

Boston College, Bachelor of Arts, Communication

Language: Fluent in Cape Verdean Kriolu; Basic Proficiency in Portuguese and French

Technical Skills: ADP, Meditech, Kronos, Saba, Peoplesoft, PeopleTrak, Oracle, MS Excel

COMMUNITY INVOLVEMENT

Board Member and President, Dudley Street Neighborhood Initiative (DSNI) (2001 – Present)

Fellow, The Partnership, Inc (Class of 2019)

UMass Boston Emerging Leaders Program (2015 – 2016)

Sunday School Catechist, Saint Patrick's Church (2005 – Present)