

# MATTHEW TEJA

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## PROFESSIONAL PROFILE

### Senior Human Resources Leader, Total Rewards and Compensation

Strategic HR leader with expertise in designing and managing cost-effective, competitive compensation and benefits programs. Proven track record in improving employee engagement, retention, and total rewards strategy in high-growth and global environments. Recognized for strong cross-functional leadership, project execution, and data-driven decision-making.

## WORK EXPERIENCE

EDITAS MEDICINE, Cambridge, MA

06/2022 – 05/2025

### Director, Total Rewards

- Led total rewards strategy for a pre-commercial public biotechnology company with over 275 employees.
- Managed annual performance and merit review cycles, including bonus payments and equity distribution for 250 employees across all departments.
- Conducted compensation benchmarking and salary recommendations for all 200 unique roles, ensuring internal equity and market competitiveness.
- Partnered with Board of Directors on executive pay and long-term equity planning, impacting eight senior leaders.
- Led a cross-functional initiative to improve organizational culture, resulting in a 40% turnover reduction in one year.
- Enhanced benefits offerings, launching new programs such as lifestyle spending accounts, mental health resources, and recognition platforms.
- Managed two direct reports who were responsible for HR Operations across the entire company.

REPLIGEN CORPORATION, Waltham, MA

09/2015 – 05/2022

### Associate Director, Benefits, Compensation, and HRIS

- Led team of three colleagues in the management of global benefits, compensation, and HRIS for a growing public bioprocessing company with over 2,200 employees across 18 countries.
- Managed global merit and bonus review cycles for 2,000 employees, including equity planning and distribution.
- Conducted market data analysis and job evaluations for over 400 global roles, adjusting pay ranges and maintaining internal equity.
- Collaborated with HRBP to create organization-wide career ladder structure, improving promotion transparency.
- Transitioned paper-based HR processes to digital by implementing ADP Workforce Now modules and CompXL for online compensation planning, reducing administration time by 50%.
- Integrated HR and payroll systems post-acquisition for seven acquired entities across 10 countries.
- Spearheaded implementation of global equity management software in partnership with Finance and vendors.

SHAWMUT DESIGN & CONSTRUCTION, Boston, MA

05/2013 – 08/2015

### Manager, Benefits and Compensation

- Directed benefits and compensation for over 800 employees across multi-state operations.
- Administered the Employee Stock Ownership Program (ESOP) for all eligible employees.
- Negotiated vendor transitions for dental, life, and disability insurance, generating annual savings of over \$150K while maintaining coverage levels.
- Led benefits communication efforts, including open enrollment sessions and wellness fairs in four locations.
- Audited and corrected PTO balances and leave tracking, improving system accuracy by 30%.
- Identified and resolved 401(k) reporting issues; increased participation rate by 20% through education campaigns.

BOSTON RED SOX, Boston, MA

04/2012 – 03/2013

### Assistant Director, Human Resources

- Provided senior-level HR support, managing total rewards and organizational development initiatives.
- Redesigned healthcare offerings to reduce annual organizational costs by over \$375K.
- Developed and implemented a new bonus structure linked to performance goals across departments.
- Co-created a five-tool competency framework for employee development across all levels.
- Launched companywide wellness challenge, achieving 100% participation and improved employee engagement.
- Collaborated with Finance and department heads to build salary and benefits budgets totaling \$50M.

SHARKNINJA, Newton, MA

05/2010 – 04/2012

**Manager, Compensation, Benefits, and HRIS**

- Directed global compensation and benefits programs across four countries for a consumer goods company.
- Managed annual merit cycles and biannual performance reviews for 400 employees.
- Built compensation structure using market data, internal equity reviews, and job analysis for 175 unique roles.
- Oversaw full suite of employee benefits, including health, 401(k), and wellness programs, ensuring compliance and competitiveness.
- Partnered with IT and HR to enhance HRIS usability and reporting accuracy across business units.

SIMMONS UNIVERSITY, Boston, MA

04/2005 – 04/2009

**Compensation and HRIS Manager**

- Designed and administered staff and faculty compensation programs and systems.
- Led applicant tracking system implementation, reducing the time-to-hire by 15 days and improving candidate experience.
- Delivered HRIS training and reporting tools to seven HR team members, improving data-driven decision-making.
- Supported performance program redesign that increased manager engagement and review completion by 30%.

AKAMAI TECHNOLOGIES, Cambridge, MA

04/2001 – 07/2004

**Senior Compensation Analyst and Benefits Manager**

- Developed and managed global total rewards strategy for 800 employees.
- Designed equity, bonus, and base pay programs aligned with company goals and global competitiveness.
- Oversaw all vendor relationships, benefits budgeting, and employee communications.
- Produced HR metrics and dashboards, improving leadership visibility into workforce trends and cost drivers.

FLEETBOSTON FINANCIAL (Formerly BankBoston), Boston, MA

04/1999 – 04/2001

**Senior Rewards Specialist**

- Supported compensation strategy for retail banking division of over 15K employees.
- Designed e-job structure to retain high-performing digital teams during a period of rapid change.
- Participated in post-merger integration of compensation programs and development of new grading structures.
- Selected for elite HR leadership development program, rotating across key functional areas over 12 months.

**E D U C A T I O N****Bachelor of Arts (B.A.)**, Mathematics, BATES COLLEGE, Lewiston, ME**S K I L L S**

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|--|-------------------------------------|
| • Global compensation strategy         | • Vendor negotiation and management |
| • Total rewards design                 | • Employee engagement initiatives   |
| • Executive compensation               | • Talent retention strategies       |
| • Global benefits administration       | • HR team leadership                |
| • Performance management               | • Cross-functional collaboration    |
| • Equity and incentive plan management | • Wellness program design           |
| • Market pricing and job benchmarking  | • Job architecture and leveling     |
| • Merger and acquisition integration   | • Training and mentoring            |

**T E C H N I C A L   S K I L L S**

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|------------------------------|-------------------------------|
| • HRIS implementation        | • SuccessFactors              |
| • HR analytics and reporting | • CompXL                      |
| • ADP Workforce Now          | • Microsoft Office            |
| • Oracle                     | • Microsoft Excel (advanced)  |
| • UltiPro                    | • Data-driven decision-making |