

Paula Mayhew

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Professional Summary

As an accomplished HR Generalist with experience in nearly every aspect of HR, I add value to biotech and high-tech companies as a Consultant and Trusted HR Advisor to the C-Suite because I efficiently create HR programs and processes. My ability to solve problems, efficiency at creating processes and programs from concept through execution, and ability to help others manage change make me an ideal Trusted Advisor to create aspects of the human resources infrastructure essential to support a growing company. I am reliable, have deep integrity and am driven to achieve results to support my clients. As a senior HR consultant, I am adept at operating in an ever-changing, fast-paced environment.

Skills & Expertise

Compliance Management
HR Policy Development
Employee Benefits Design
Onboarding / Offboarding
Benefits Management / Administration
Talent Acquisition
Performance Management
Compensation Administration
Business Process Improvement
Program Development

Executive Search Recruiting
Process Optimization
Employee Learning & Development
Employee Handbooks
Employee Wellness Programs
Cross-Functional Team Building
Executive-level Communication
Strategic Human Resources Leadership
Human Resource Planning
HR Strategy

Professional Experience

Senior Human Resources Consultant | 2019-Present

- Managed executive searches for C-Suite roles
- Developed and implemented COVID processes
- Developed and rolled out corporate handbook and additional policies
- Manage and executed: Payroll, Benefits & LOA Administration, Onboarding, Offboarding, Recruiting
- Provided senior generalist support for multi-site manufacturing company with an employee population of 400
- Developed and rolled-out performance management program, spearheaded conversion of temporary work force to permanent staff and led internal recruiting efforts
- Developed a comprehensive, cost-effective benefit plan for employees for a biofuel startup
- Partnered with an HR Consultant to benchmark competitive data and make compensation recommendations for Chairman of an ethanol production company
- Assisted with the administration of annual Open Enrollment, audited enrollment information to ensure quality of vendor and payroll data and performed general benefits administration
- Clients: Life Biosciences (25 employees) , Sublime Systems (20 employees), Larkspur Bioscience (Seed funded/stealth, building phase), Intergalactic Therapeutics (30+ employees), Bend Financial (30+ employees), Animal Bioscience (Seed funded, building phase)

Dicerna Pharmaceuticals

Benefits/Human Resources Information System (HRIS) Manager | 2020

- Managed team of two overseeing the benefits administration and onboarding/offboarding process
- Partnered with HR consultant on HRIS implementation
- Partnered with HR leadership on policy development, COVID procedure management and equity grants

Enterprise System Partners (Acquired by Accenture)

North American Human Resources Business Lead | 2018-2020

- Managed North American acquisition of ESP by Accenture: led benefits transition, employee relocation and overall employee integration.
- Provided strategic partnership and coaching to all levels of the organization to execute on Talent Management initiatives and the performance review process.

- Led performance management discussions; proactively identified & addressed people performance issues
- Advised leaders and managers on people-related issues and needs; worked with them to manage and resolve performance and employee relations issues.
- Conducted effective, thorough, and objective investigations when needed.
- Facilitated 2019 Open Enrollment.
- Managed US benefits program.
- Managed immigration process and policies for employees and business.

Alegeus Technologies

Director, Human Capital | 2015 – 2017

- Provided support in all functional areas within Human Resources including: compensation, benefits administration and design, performance management, organizational development and employee relations.
- Oversaw the design, development and administration of all employee benefit plans. Executed 2016 Open Enrollment Medical plan changes to a high-deductible plan model.
- Developed and implemented departmental initiatives (enhanced on-boarding, new-hire buddy program, quarterly performance management, internship program, rewards and recognition program, engagement programs).
- Provided coaching and support to executives, managers and employees.
- Managed the annual performance and salary review process.
- Responded to inquiries regarding policies, procedures and programs.
- Oversaw Human Resources Information System (HRIS) and the integrity of the data within the system.
- Managed Human Resources Staff.

Novogy, Inc.

Director, Human Resources | 2012 – 2015

- Collaborated with CEO and other Executive Team Leaders to develop and create corporate culture.
- Worked with global corporate investor to ensure the successful integration of seconded employees from Total.
- Established HR function at Novogy: Implemented FSA, HRA, 401(K) Plan and Performance Management Program.
- Developed and rolled out policies and corporate handbook.
- Ensured corporate compliance.
- Administered bi-weekly payroll, stock plan and all benefits and led all recruitment.
- Administered all immigration cases and managed all employee relations issues.
- Led Human Resources due diligence during the acquisition of Novogy by Total New Energies.
- Collaborated on the planning and execution of the post-acquisition reduction in force with no legal impact.

Aquent

Manager, Human Resources | 2011 – 2012

- Worked with managers and staff on employee relations issues.
- Administered performance management program.
- Compliance: employee safety, wellness and welfare.
- Educated and supported staff on the background and drug screening process and all legal requirements related to recruitment.

Other HR Roles

Mascoma - HR Manager

Mac-Gray - Human Resources Generalist

Willmott & Associates - Benefits Administrator

CYTYC Corporation - Benefits / HRIS Administrator

Servicsoft Technologies, Inc. - Human Resources Generalist

The Computer Merchant, Ltd. - Technical Recruiter

Education

Bachelor of Arts, English | Bridgewater State University - Bridgewater, MA

Certifications

Human Resources Management Certification | Bentley University - Waltham, MA