

## Sally G. Edmonds, SHRM-CP

[Sallyedmonds7@gmail.com](mailto:Sallyedmonds7@gmail.com)

Ph. 781.439.7500  
[linkedin.com/in/sally-edmonds-87136a6](https://www.linkedin.com/in/sally-edmonds-87136a6)

---

### HUMAN RESOURCES PROFESSIONAL

Strategic HR leader with over 15 years of experience driving operational excellence, workforce optimization, and organizational effectiveness. Proven record of aligning HR initiatives with corporate goals, optimizing processes, and leading teams that foster engagement, productivity, and compliance.

#### CORE COMPETENCIES:

·HR Strategy & Organizational Design ·Workforce Planning & Talent Optimization ·HRIS & Data Analytics  
·Employee Relations & Engagement ·Compensation & Benefits Administration ·Performance Management  
·Compliance & Risk Mitigation ·M&A Integration / Change Management ·DEI Initiatives & Leadership Development

---

### PROFESSIONAL EXPERIENCE

#### **SPEAR BIO, Woburn, MA (1/2023 – Present)**

*Industry: Ultra-Sensitive Diagnostics; neuro-related diseases*

#### **Director, Human Resources Operations (7/2025 – Current)**

- Lead HR operations across the organization
- Create comprehensive policies and procedures around HR operations, and systems, to scale w/growth
- Drive the selection process of new HRIS software for migration from PEO
- Implement new HRIS system and develop updated policies and procedures to support compliance
- Analyze and create statistical data to drive company decisions around retention, talent acquisition, employee benefits, and compensation
- Drive culture development by partnering with leadership to create a positive and inclusive company culture that encompasses our company values

#### **Head of Human Resources (1/2023-7/2025)**

- Developed a compensation and benefits package to be competitive to attract and retain talent
- Designed and implemented a performance management system to assess employee performance
- Provide on-going management coaching for EQ and performance issues
- Identify training and development needs to enhance employee skills and promote career growth
- Coach and educate Managers on legal implications and effective management tools
- Serve as the primary point of contact for employee relations; inquiries, concerns, and conflicts, addressing issues promptly and fairly
- Organize team building activities, events, and initiatives to promote employee engagement, including annual company offsite
- Developed a talent acquisition plan entailing full cycle recruiting managing the entire process, successfully adding 50% new employees year over year

#### **NEUBASE THERAPEUTICS, Pittsburgh, PA, working Remote (3/2021 – 1/2024)**

*Industry: Gene Therapy; Myotonic Dystrophy, Huntington's Disease, KRAS, 40 Employees*

#### **Director, Head of Human Resources**

- Acted as a strategic partner to all members of LT, providing insight and problem solving on critical HR issues
- Responsible for full cycle recruiting of senior, mid and entry level employees
- Oversaw & implemented the development of HR operations, systems and processes that scaled to support the company
- Collaborated with Finance to provide a headcount budget

- Established significant enhancements to the employee benefits portfolio
- Developed and implemented onboarding and offboarding programs
- Coach managers on performance and succession planning as well as employee relation issues
- Provide compensation planning & analysis
- Immigration support working with legal counsel
- Partnered with legal counsel to ensure compliance with all federal and state labor laws, reporting requirements

## **AVROBIO, Cambridge, MA (5/2019 – 1/2021)**

*Industry: Gene Therapy; Gaucher, Fabry, Pompe, Huntington's Disease, 120 Employees*

### **Associate Director, Human Resources**

- Implemented the development of HR operations, systems and processes that scaled to support the company; new HRIS, reporting and compliance
- Created new benefits plan in 2019 & 2020; added wellness program, legal and identity protection, child care subsidy program, benefit resources guide during COVID
- Developed two new onboarding programs: New Employee Orientation, tailored onboarding plans w/regular check-ins, process alignment. Successfully onboarded 60 new employees
- Engagement strategy work; connecting employees to a purpose
- Year End performance management; 9 box tool, compensation alignment
- Implemented Random Coffee program to connect employees during COVID
- Part of the Return to the Workplace – COVID Team. Work together to cover all aspects of safety and working during COVID
- Policy, procedure review & updating; PFMLA guidelines, Parental Leave policy
- Manage leave of absence and disability claims
- Designed training programs
- Assist managers with employee relation issues

### **HR Consultant (5/2016-5/2019)**

*Sarepta Therapeutics, Cambridge, MA <https://www.sarepta.com> (2018-2019)*

*Industry: Biotech, 500 employees*

*Decibel Therapeutics, Boston, MA <http://www.decibeltx.com> (2017- 2018)*

*Industry: Biotech, 40 employees*

*Prakash Ellenhorn, Arlington, MA <http://www.ellenhorn.com> (2016-2017)*

*Industry: Mental Health, 40 employees*

- Benefits; analysis, selection, compliance, administration
- Operational support; reporting, HRIS assistance, payroll
- Organizational development; career ladders, job criteria, succession planning
- Performance management; improve process, training, compensation analysis
- Onboarding; program design, implementation, survey
- Policy, procedure review & updating of employee handbook
- Employee relations issues
- Full cycle recruiting; entry, mid-senior, and director level scientists. G&A functions

*Novetta LLC, Boston, MA (2/2014 – 4/2016), Employee <http://www.novetta.com>*

*Previously Digital Results Group, Acquired 2/2015; Industry: Software, 40 Employees*

### **Human Resources Manager & Employee Care Associate**

- Conducted investigations surrounding employee relation issues and worked towards problem resolution
- Categorized each position with job grades and compensation assignments
- Developed and conducted management training
- Coached managers and employees through performance appraisal process and interim review cycles

- Created a new onboarding program with orientation and 30/60/90 day check-in evaluations
- Conducted redeployment efforts with employees upon contract termination
- Managed employee referral process and bonus system
- Assisted with recruiting efforts as needed

### **Human Resources Manager**

- Responsible for all disciplines of Human Resources, Reported to the CEO
- Designed a new performance program; appraisal process, criteria for career development
- Conducted investigations surrounding employee relation issues and worked towards problem resolution
- Created new policies; provided recommendations to management and employees
- Implemented pay/job grade levels across the company
- Managed all aspects of employee benefits; analysis, selection, new enrollment
- Assisted Recruiter and attended job fairs as needed
- Designed a new onboarding program
- Created training programs
- Ensured compliance with all federal and state labor laws, reporting requirements.
- Completed unemployment claims and attend unemployment hearings as required

***Toxikon Corporation, Bedford, MA (3/2008 –2/2014), Employee <http://www.toxikon.com>***  
*Industry: Pre-clinical Contract Research Organization, 200 Employees*

### **Human Resources Manager (3/2009-2/2014)**

Responsible for all disciplines of Human Resources

- Worked directly with Senior Management to provide guidance on organizational development strategies and succession planning; assist with KPI implementation
- Designed a new performance program; appraisal process, criteria for career development and one-on-one sessions
- Conducted investigations surrounding employee relation issues and work towards problem resolution
- Created new policies communicating with management and employees for enforcement as required
- Implemented pay/job grade levels across the company. Prepared annual compensation budgets for each dept.
- Developed employee incentive and appreciation award programs. Reduced turnover by 20%.
- Supported sales team with compensation design, planning, territory analysis and metrics reporting
- Managed all aspects of employee benefits; analysis, selection, new enrollment
- Responsible for full cycle recruiting; entry, mid-senior, and director level scientists
- Created training programs; new hire orientation, sales training, team building, sexual harassment
- Managed payroll process and interface with accounting department on bi-weekly payroll processing
- Ensured compliance with all federal and state labor laws, reporting requirements.
- Completed unemployment claims and attend unemployment hearings as required
- Managed HR Generalist to assist in the achievement of department goals

### **Human Resources Business Partner (3/2008-3/2009)**

- Worked directly with Department Heads to support their line of business; recruiting, organizational development, performance management, succession planning
- Conducted investigations surrounding employee relation issues and worked towards problem resolution
- Supported sales team with compensation design, planning, territory analysis and metrics reporting
- Managed employee benefits; analysis, selection, new enrollment

## **EDUCATION & TRAINING**

**SHRM-CP Certification March 2016 – April 30, 2028**

**Emmanuel College, Boston, MA**

B.S., Business Administration

**FleetBoston Financial, Boston, MA**

Management & Leadership training

**HRIS Systems** - Insperty, Paylocity, Paychex, ADP, Success Factors