

## SENIOR VICE PRESIDENT, HUMAN RESOURCES

Summary: Highly knowledgeable and progress-driven HR Executive with extensive experience in compensation and benefits administration/analysis, needs assessment, and change management. Proven strengths in hiring/recruiting, interviewing, and policy/procedure development. Demonstrated abilities integrating and aligning corporate objectives with individual goals and aspirations. Broad background handling mergers and acquisitions with thorough understanding of due diligence, risk mitigation, and Sarbanes-Oxley (SOX) requirements. Consistent top performer and valued contributor to management teams with exceptional program design capabilities. *Expertise includes:*

Performance Evaluation ▫ Leadership & Teambuilding ▫ Process Improvement ▫ Multi-Site Management  
HRIS Administration ▫ Budget Development & Implementation ▫ Strategic Planning ▫ Employee & Vendor Relations  
Succession Planning ▫ Contract Negotiation ▫ Regulatory Compliance ▫ Talent Acquisition

*Technology Proficiencies: ADP (Enterprise Versions 4 & 5, WinFlex, and VirtualEdge), SAP (Compensation, Benefits, and Payroll Modules), Microsoft Office Suite, and Lotus Notes*

## PROFESSIONAL EXPERIENCE

ABC Company | City, State

2007 to Present

**Vice President, HR – Benefits and HRIS** (2010 to Present)

Promoted to transition HR department to fully functional HR operations center for independent mortgage company with more than 4K employees operating in 30 states. Lead team of 5 and steer strategic/operational planning and design and process implementation/improvement for HR, benefits administration, and HRIS functions. Manage and negotiate vendor contracts consisting of \$1M in annual spending with HRIS and payroll provider and more than \$20M in health and welfare (H&W) expenses. Execute and review compensation programs including base pay, incentives, and salary administration guidelines and oversee long-term incentive program and executive compensation initiatives.

- Introduced complete e-solutions for HR/benefits administration, **reducing company expenses by \$750K+** annually.
- Devised new procedures for employment, new hire orientation, and benefits eligibility/enrollment that **streamlined onboarding process from 5 days to 2 days**.
- Supported 20+ acquisitions including performing due diligence and orchestrating onboarding activities; following most recent acquisition, **integrated 800+ employees in <2 weeks** with zero disruption to daily business operations.
- Expanded defined contribution (401k) plan from approximately \$12M to more than \$40M in assets and **elevated employee participation from 67% to 83%**.
- Applied employee and manager self-service modules in ADP Enterprise, **cutting department's reliance on IT personnel and freeing up IT resources for operational needs**.
- Installed company's first consumer-driven health plan to bring focus of benefits costs to employees, **decreasing medical spending by 5% within one year**.
- Currently working on affirmative action plan and SOX process for IPO as well as HR and benefits branding initiative to raise awareness of company benefits.

**Assistant Vice President, HR – Benefits and HRIS** (2007 to 2010)

Originally hired to “stand up” benefits and HRIS functions of ABC Company following divestiture from parent company (123, Inc.). Supervised Benefits Analyst, HRIS Analyst, and HR Specialist. Established relationships with vendors and negotiated contracts with HRIS and payroll provider, benefits outsource partner, and defined contribution plan record keeper/trustee. Formulated HR administrative functions utilizing best practices and taking full advantage of available resources, developing processes for employment, new hire orientation, benefits eligibility and enrollment, personnel termination, and HR reporting in adherence to federal/state regulatory requirements.

- **Successfully “stood up” department in less than 3 months** and implemented HRIS ahead of targeted go-live date, enabling termination of transitional service agreement with 123, Inc.
- Instituted automatic enrollment in defined contribution plan, increasing employee participation from **54% to 67%**.
- Created HR policies and procedures, employee handbook, manager reference materials, and departmental tools and forms still in use by ABC Company.

ABC Company | City, State

2003 to 2007

**Director, Total Compensation and Benefits**

Delivered expertise in compensation and benefits for hospital-based mental health provider with 3K employees at 9 standalone facilities and 20 hosted behavioral health units. Directed staff of 4 employees and designed/reviewed processes to improve integrated HR administration, HRIS, benefits, and payroll functionality to mitigate corporate risk and ensure adherence to SOX guidelines. Drafted and implemented HR policies and procedures, employee handbook, supervisor materials, and other forms. Developed tools/templates and managed acquisition process including due diligence and onboarding.

- Eliminated need for benefits broker/consultant, **decreasing related expenses by 12%**.
- **Avoided \$500K in potential fines** by obtaining dismissal from Department of Labor on "Notice of Rejection" for defined contribution plan.
- Established benefits call center for open enrollment that **generated better understanding of benefits and 100% participation**.
- Devised equitable and competitive compensation strategy with geographical differentials considering local economies and cost of living.

ABC Company | City, State

2000 to 2003

**Director, Compensation and Benefits**

- Created and executed company's **first 3-year strategy** for compensation and benefits.
- **Introduced best practice processes** and centralized benefits administration functions **to remove risks** associated with 15 separate facilities responsible for benefits enrollment and invoicing.
- Analyzed payroll functionality and presided over centralization and standardization of payroll department.

*Additional Experience:*

*HR Consultant – ABC Company, City, State*

*Regional Compensation and Benefits Manager – ABC Company, City, State*

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**EDUCATION, PROFESSIONAL DEVELOPMENT & AFFILIATIONS**

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**MS in Management**, State University, City, State

**BBA in Labor Management Relations**, State University, City, State – *Dean's List*

Senior Professional in Human Resources (SPHR), Society for Human Resource Management (SHRM)

Certified Compensation Professional (CCP), WorldatWork Society of Certified Professionals

*Completed 6 out of 9 courses required for Certified Benefits Professional (CBP) designation*

Member – SHRM, WorldatWork Society of Certified Professionals, City Society of Human Resources