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Human Resources Professional with broad staff and project management experience and specific expertise in the area of Total Rewards. Proven track record of building strong relationships with clients as well as with HR service vendors and partners. Exceptional communication and presentation skills. Proficient with PeopleSoft and Microsoft Office.

Career Highlights

- Project Management – Led cross-functional teams to successful completion of HR initiatives for internal and external clients.
- Compensation – Created a total pay survey that remains an industry standard. Spearheaded divisional job description project.
- Benefits – Implemented and administered Section 125 Plans. Managed qualified and non-qualified Defined Contribution plans.
- Executive Compensation & Benefits – Administered Deferred Compensation (Rabbi) Trust.
- Training – Developed and oversaw firm-wide Leadership Development Program.

Professional Experience:

Confidential, Newark, NJ 2007 - 2009

Human Resources Business Partner

- Managed staff of four in support of all HR initiatives for >2500 union and non-union employees.
- Partnered with division management to develop and implement customized HR programs.
- Coordinated annual merit increase and bonus cycles using Mercer's MeritNet tool and semi-annual performance management process through customized PeopleSoft application for client group through the senior executive level.
- Managed ad-hoc Compensation projects such as; creation and communication of divisional job descriptions (>150 in total), and revision of group's quarterly incentive plan.
- Consulted with line managers on labor and employee relations issues. Partnered with business to successfully conduct employee performance counseling.
- Worked closely with executives during annual business planning and goal setting process to ensure strategic HR/business alignment.

Confidential, Clarks Summit, PA 2003 - 2007

Senior Rewards Consultant/Project Manager

- Managed HR project life cycles from proposal through completion for internal and external clients. Included selection and supervision of cross-functional project teams, vendors and other service partners.
- Implemented Section 125 Flexible Benefit and Cafeteria Plans for clients across a broad range of industries including; healthcare, telecommunications, financial services, security and professional services.
- Managed internal and external compensation projects including; development of job descriptions, job grades, salary ranges, bonus and incentive plans, survey administration and evaluation of Executive Compensation.
- Consulted on compliance issues; conducted comprehensive HR process and system audits, created HR Policy & Procedure Manuals and Employee Handbooks.
- Developed and oversaw firm's first Leadership Development Program. Responsibilities spanned from creation of vendor RFP thru Program Kickoff and included all on-going administration.
- Conducted M&A-related due diligence including compensation, benefit and HR policy comparisons.

Confidential, New York, NY 1999 - 2003

Employee Relations Policy Development Specialist 2001 - 2003

- Consulted with all levels of management on Human Resources policy issues. Analyzed and interpreted policies to ensure appropriate and consistent application.
- Identified needs for new/enhanced policies. Researched, developed and implemented innovative, value-added policies including a post-9/11 military leave policy, an intermittent medical leave policy, a California-specific Paid Time Off (PTO) usage policy and a 'Best in Class' severance pay policy.
- Developed communication and training tools used to present new/enhanced policies to executive management, HR colleagues and the firm as a whole.

Compensation Project Manager 1999 - 2001

- Developed The 2000 Chase Retail Banking Survey (national industry benchmark survey) with overall project management responsibility including; vendor selection and supervision, survey design, content development and marketing. Analyzed survey data and presented results to executive management.

- Advised Human Resources staff and business line managers on creation of specialized compensation strategies such as incentive and bonus plans for Bank's Retail Services Group.

Confidential, Boston, MA 1987 - 1999

Corporate Compensation Manager 1996 - 1999

- Developed creative incentive, bonus and base pay plans to attract, motivate and retain highly qualified employees and increase firm's market competitive position.
- Designed and administered a Y2K Retention Plan for IT staff. Plan was featured in a book on unique incentive plans published by the American Management Association and the American Compensation Association. Publication led to various national speaking engagements.

Education:

M.S.,

Majors: Human Resource Management and Labor Relations

B.A.,

Majors: Communications Studies and Spanish

Certifications: Human Resources Certification Institute (HRCI)

Senior Professional in Human Resources (SPHR)

WorldatWork

Certified Compensation Professional (CCP)