



### Human Resources Areas of Knowledge and Expertise:

With roles of increasing responsibility & scope, demonstrated expertise in serving as business partner to a variety of functions, focused on providing human resources support. Business partner roles included supporting associate populations ranging from 40 to over 1200. Experienced in supporting a variety of industries including investment management, professional services, & business operations. Also experienced in labor relations and supporting represented (union) facilities. Developed & executed employee engagement programs in emerging work environments that resulted in high-performing workforces, associate roles included non-exempt hourly employees to first line supervisors to C-level executives including managing partners. Program contents included employee wellness initiatives, engagement surveys and action planning, monthly engagement activities for staff, and company retreats.

**Compensation:** Adept in conducting compensation analysis for positions ranging from temporary non-exempt employees to senior level partners. Proficient in facilitating associate awareness, communications and education on key compensation programs, e.g. 401(k), health care benefits, etc. Administration of payroll and benefits in addition to all leave programs (Leave of Absence, all forms of FMLA and Worker's Compensation) from initial incident report to retrospective utilization audit for mid-size to large organizations. Directly responsible for all compensation related monitoring, planning and compliance actions.

**Performance Management:** Experience in managing and facilitation performance management programs. Directly responsible for delivering quarterly to annual performance review process and decisions for professional staff. Adept in working with managers at all levels to ensure a timely and equitable process. Provided coaching to managers and employees to increase communication and clarify expectations.

**Compliance and Reporting:** Knowledgeable and expert in all aspects of HR compliance. Past roles included the coordination of internal and external auditing with chief compliance partner. Led the design, delivery, and implementation of a comprehensive communications strategy and training plan to promote compliance throughout the organization. Facilitated weekly and monthly reporting for leadership including all HR statistics (new hires, termination, turnover, etc.)

**Training:** Demonstrated ability to work with business units and functions to identify training and individual coaching needs. Expertise in designing unique management-training programs to facilitate understanding of employment relations, recruiting, employment law, and organizational development. Implemented learning management systems for mandatory compliance, continuing education, and professional development training for practitioners. Skilled in implementing curriculums across organizations and maintained required documentations via learning management systems.