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HUMAN RESOURCES DIRECTOR AND BUSINESS PARTNER

Strategic, as well as, hands-on human resources director and business partner with significant experience providing guidance, support and services to employees and management teams to achieve desired organizational objectives. Ensured alignment of employee performance and rewards systems to achieve desired organizational results. Ability to communicate effectively across all levels of organizations and build relationships based on collaboration and trust.

CAREER HIGHLIGHTS

HRe-Sources, LLC, Holliston, MA (www.hre-sources.com) (Part-time) 11/2008 to present
Staff Consultant

A business development consortium of senior HR Professionals for interim consulting, contract and permanent assignments.

IRON MOUNTAIN, Boston MA

Iron Mountain Incorporated is the world leader in information protection and storage services with \$2.95B in revenue, 11,600 employees and more than 100,000 corporate clients throughout North America, Europe, Latin America and the Pacific Rim.

Human Resources Consultant (Contract Position) 7/2008 – 11/2008

Providing consulting and project management services to redesign equity plans for the India business-unit, developing plans to convert stock option plans to an annual grant cycle and outsourcing the administration Company's equity programs.

EMD SERONO, Rockland, MA

EMD Serono, Inc., an affiliate of Merck KGaA, Darmstadt, Germany, is a leader in the US biotechnology and pharmaceutical industry with more than 900 employees in the U.S.

Director of Compensation, Benefits, HRMS and Payroll (Contract Position) 2/2008 – 6/2008

Managed compensation and benefits projects such as: Global Grading, Retirement Plan Harmonization, 2007 Merit and Bonus process and re-design of the Long Term Incentive Plan. Ensured compliance with Company policies and governmental regulations. Provided day-to-day management and direction to a staff of seven from the Employee Benefits, Compensation, HRMS and Payroll functions.

CONSTAR INTERNATIONAL, Norwood, MA

Nationally recognized, privately-held, contractor providing electrical, telecommunications, networking and security installation, solutions and services. Constar International is comprised of three business units with 1,300 employees, located in multiple Eastern states with annual revenue of \$250mm.

Director of Human Resources 8/2006 – 5/2007

Reported jointly to the Chief Financial Officer and the Senior Vice-President of Operations, responsible for managing all Human Resources functions in a high-touch, high-volume, fast-paced environment with a staff of five.

- Completed comprehensive audit of all Human Resources functions to ensure compliance with all Federal and State laws and regulations. Took required corrective actions to minimize legal and financial exposure for the Company.
- Developed an integrated talent acquisition strategy, tools and procedures to support the manpower requirements of the business in the most efficient and cost-effective manner.

- Gained IRS approval to bring the existing 401-K plan into compliance. Leading the process to transition the 401-K Plan to Fidelity Investments in order to streamline Plan administration, improve associate communications and increase the associate participation.

SELF-EMPLOYED, Independent Consultant 6/2005 – 8/2006
 Provided human resources consulting services, on a contract basis, for two start-up companies. These services include developing new hire documentation, employee handbooks, policy manuals, job descriptions, benefits offerings, compensation systems and assisting with the recruitment of new employees.

SYMBOL TECHNOLOGIES, Holtsville, NY 6/1992 – 5/2005
 Global leader in enterprise mobility products, solutions and services. Company grew from \$250M in annual revenue with 1,200 employees in 1992 to \$1.7B with 5,600 employees globally in 2005.

Director of Human Resources – Global Services Division (GSD) (2000 – 2005)
 Reported jointly to the Senior V.P. of Human Resources and the Senior V.P. of the Global Services Division, managed all human resources business partner functions for the \$330M, 1,500+ employee business unit, including manpower planning, talent acquisition, performance management, compensation/rewards, employee relations and management development.

- Aligned GSD human resource business partner goals and initiatives with Global Services Division's business objectives, resulting in significantly reduced overhead, higher profit margins, improved customer satisfaction, increased e-business capabilities, as well as more responsive technical call center and repair center performance.
- Provided leadership and support for key strategic Corporate Human Resources initiatives, including SAP business transformation, employee culture survey, leadership development, web-based performance management (PMP) system and centralized talent acquisition.
- Directed the GSD Human Resources Team in the successful change management effort to close six repair centers affecting 350+ employees in multiple states. Consolidation of these repair centers into Symbol's Juarez, Mexico facility was achieved with minimal attrition, continuous communications, negligible impact on customer service levels and no adverse legal actions.

Director of Human Resources – General and Administrative Groups (G&A) (1998 – 2000)
 Reported to the Senior V.P. of HR, managed all human resources business partner functions for the G&A organizations. Provided recruiting, performance management, compensation planning and employee relations support for the Marketing, Legal, IT, Finance, Facilities and Human Resource Groups.

- Implemented improved recruiting processes, which resulted in a 25% reduction in time-to-hire and 50% decrease in cost-per-hire.
- Initiated and led project to provide Symbol with its first web-based recruiting and applicant tracking system, integrated to the HRIS system.
- Developed unique relocation policies and retention strategies to successfully attract 80% of key California-based Symbol associates to a relocate to Long Island, NY.

Senior Human Resources Manager – Manufacturing/Operations Group, Bohemia, NY (1992 – 1998)
 • Managed timely and cost-effective hiring of 300 to 500 exempt and non-exempt associates per year to support 20%-30% increases in production demands. Initiated candidate screening and testing programs to significantly “raise the bar” on quality of hires at all levels in the organization.
 • Conceived and implemented a cost structure re-design and vendor re-alignment of temporary workforce of 400, which yielded a 20% (\$1.8M) year-over-year decrease in labor costs for the Operations Division.

ALPHA INDUSTRIES, Woburn, MA 12/1988 – 6/1992
 A high technology engineering and manufacturing company in commercial and defense electronics with annual revenues of \$65M and 800 employees at multiple US locations.

Manager of Compensation, Benefits & HRIS – Corporate Headquarters, Woburn, MA (1990 – 1992)
 • Developed and implemented a three to five year corporate benefits re-design strategy to contain escalating health and welfare costs. Strategy resulted in improved benefits coverage, increased employee satisfaction and realized annual savings of \$860,000+ for the Corporation.

- Designed and installed Corporate-wide performance management, salary administration and reporting systems for multiple US locations.
- Initiated and led project to redesign 401(k) Plan. Implemented new 401(k) Plan design and improved communications processes, which resulted in a 22% increase in the participation rate of the non-highly compensated employees and successfully passing all Federal discrimination tests.

Division Human Resources Manager – Advanced Products Division, Methuen, MA (1988 – 1990)

- Partnered with new Division Manager to redesign and align overall organizational structure to achieve the Division’s operational and strategic objectives.
- Selected by Alpha’s senior management team to design the Company’s first reduction-in-force. Plan was successfully implemented and exceeded organizational and financial objectives with no adverse legal actions.

POLAROID CORPORATION - Cambridge, MA

1973 – 1988

Held a variety of human resources, training and development, R&D and manufacturing positions with increasing levels of responsibility.

EDUCATION AND CERTIFICATION

BS, Education, Fitchburg State College, Fitchburg, MA

Certificate in Human Resource Management, Bentley College, Waltham, MA

PROFESSIONAL DEVELOPMENT AND ASSOCIATION AFFILIATIONS

“Aligning Human Resources to Business Strategy”, Wharton Executive Education

“Strategic Human Resources Planning”, University of Michigan

“Disney Human Resources Management Program”, Disney Institute

Society of Human Resource Management (SHRM)

New England Human Resources Association (NEHRA)

American Society of Training and Development (ASTD)