

GRAHALL

## Candidate Name

123 Main Street, Some Town, State, 12345

617.233.1234 (p)

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[email@emailhost.com](mailto:email@emailhost.com)

### Profile

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### Professional Experience

ABC Company 1 – Chicago, Illinois

#### **Director of Compensation (2007 – Present)**

Lead the compensation department for an organization with \$12B in annual revenue and over 55,000 employees worldwide.

#### ***Contributions:***

- Direct the salary administration process for the entire organization, including administering the annual merit increase cycle and maintaining a fully market-based pay structure
- Administer all short- and long-term incentive compensation programs for the organization, including the management bonus program, broad-based employee profit sharing plan and the equity-based compensation program.
- Oversee the administration of all executive compensation programs including non-qualified deferred compensation plans and executing executive employment agreements.
- Responsible for the expatriate and international service employee program for the organization, including implementing company policy for international business travelers, short-term assignees and long-term assignees.
- Lead the corporate compensation staff which includes one executive compensation manager and two compensation analysts.
- Coordinate with all other functional areas within the organization such as HRIS/payroll, accounting and legal as well as the management of external vendors to ensure seamless execution of all compensation programs.

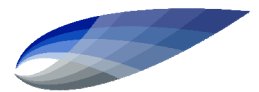
ABC Company 2 – Los Angeles, California

#### **Director of Compensation & Benefits (2005 – 2007)**

Responsible for the design and administration of all compensation and benefit programs for a multi-national printing and supply-chain management company with \$1.5B in annual sales revenue and more than 7,500 employees in 6 different countries.

#### ***Contributions:***

- Personally manage the preparation of materials and execution of the annual work schedule for the Compensation Committee of the Board of Directors, including executive compensation benchmarking and gaining approval for all plan design changes.
- Assess, design/redesign and administer all short- and long-term incentive compensation programs for the organization, including equity-based compensation program and sales incentive compensation programs.
- Oversee the administration of all executive compensation programs including non-qualified deferred compensation plans, SERP and executing executive employment agreements.
- Manage a staff of 3 different compensation and benefits managers as well as 4 benefits analysts/representatives that are responsible for executing annual benefits open enrollment and on-going benefits administration for all programs (defined-benefit pension plan, 401k, health, dental, life and short-term disability insurance).
- Direct the salary administration process within a broad band salary structure, including merit increase planning and execution as well as job evaluation and slotting jobs into salary structure based on internal equity and external market data.
- Oversee the external vendor relationships with our health and welfare providers including our consumer-driven health insurance program.



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### Professional Experience

ABC Company 3 – Chicago, Illinois

#### **Senior Compensation Consultant (1997 – 2005)**

Function as part of a twelve-person compensation consulting group within the Midwest region. Fully responsible for relationship management, billing and project management on client assignments ranging in from \$20,000 to \$150,000 in revenue. Past project experience includes:

- Designing and implementing equity-based and short-term and long-term incentive compensation plans for clients ranging from IPO start-ups to Fortune 500 companies. Functioning as the main contact point with the CEO and Compensation Committee of the Board of Directors. Performing economic modeling and financial performance assessment in order to set target awards and determine success criteria.
- Conduct benchmarking studies to assess the competitiveness of executive compensation levels using proxy analysis methods in order to provide recommendations to Compensation Committees for setting appropriate pay for performance relationships and following sound Board governance guidelines.
- Creating and installing sales force incentive compensation plans for clients in various industries. Recently designed the US sales force compensation plan for a large multi-national footwear and apparel company.
- Assisting numerous companies perform competitive compensation benchmarking of key positions, utilizing this information to construct salary structures and broad-based salary administration programs.

ABC Company 4 – Cincinnati, Ohio

#### **Commodity Options Trader (1994 – 1997)**

Operate as an independent option trader on the floor of the Chicago Mercantile Exchange trading proprietary funds to generate profit for myself and the trading firm financially backing me.

- Completed one-year options trader training course while serving as a trader's assistant in the S&P 500 Index option pit.
- Successfully managed trading position with an average value of \$500,000 within the Live Cattle option pit for two years.
- Established a daily trading strategy and contingency plan. Made independent investment decisions during the trading day with set risk parameters established by the company.

### Qualifications

#### **Education**

University of Michigan, Bachelor of Business Administration, Finance Concentration (1994)  
Gained admittance to and graduated from the two-year BBA program in the Business Administration School.  
Completed two years within the Honors Program of the College for Literature, Science & Arts.  
Independently financed 100% of college education through scholarships, grants and work-study program.  
Member of Chi Phi Fraternity, serving as Treasurer in senior year.

#### **Certifications, Skills & Interests**

Successfully passed two of the three exams towards completing the Certified Equity Professional certification through Santa Clara University CEP Institute.  
Working towards CCP certification through WorldatWork organization.  
Fully competent with the entire Microsoft Office software package.  
Strong organizational, problem solving, analytical and people skills.  
Proven record of dependability with increasing responsibility in a group setting.  
Two years as a boy's basketball coach for a select, travelling basketball program.