

## Candidate Name

123 Main Street, Some Town, State, 12345

617.233.1234 (p)

617.233.4321 (f)

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

### Professional Experience

ABC Company 1 – Norwalk, CT

#### **Talent and Organizational (TOC) Compensation Consultant (2004 – Present)**

Conduct quantitative and qualitative assessments of clients' executive and broad based compensation practices using a proprietary database, proxy data and published survey reports. Project responsibilities include identification of data requirements, determination of position matches, and evaluation and interpretation of study findings. Work with managing consultants on the development of presentations, reports and other client deliverables. Projects include work with "Blues", Healthcare, and Fortune 500 clients on cash and long-term incentives compensation, prerequisites and other program related analysis.

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

- Provide training and guidance to new hires on valuation methodologies and proxy data collection. Developed training materials and templates used for collecting data from proxies.
- As part of project team working on a client's leadership audit of approximately 200 VPs and directors, conducted employee interviews and developed role profiles identifying requisite skills, competencies, educational requirements and professional experiences. Utilized role profiles for market pricing, evaluation of client's competitive pay position and assessment of leadership organizational structure.
- As part of internal project team, used knowledge of job content to collaborate on the development of leveling criteria for positions surveyed in the TCM database.

ABC Company 2 – Stamford, CT

#### **Survey Operations Manager (2002 –2004)**

Directed a staff of six survey professionals. Responsible for timely and cost effective completion of all survey projects. Responsibilities included resource allocation, staff supervision, staff development, product development, project budgeting and cost tracking. As part of leadership team, defined strategic direction for the business based on market conditions, resources and consulting needs.

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

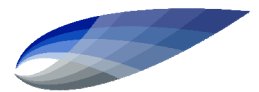
- Developed and implemented project-based budgets based on expected project revenue to ensure appropriate allocation of resources and achievement of profitability targets for each survey project. Conducted break even analyses to assess potential profitability of prospective projects. Implemented project-based time recording to manage project-based spending and resource consumption.
- Reviewed and signed off on all survey materials including data collection tools, project support documentation and final report outputs to ensure product consistency and achievement of quality standards.

#### **Business Analyst/Data Architect (2003 –2004)**

Worked with internal clients to develop and launch new survey product offerings. Post launch, transitioned project management responsibilities to survey lead.

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

- Developed and launched an on-line employee level Global LTI proprietary database that captured equity and cash-based LTI data in 30+ countries by employee level and functional area. Initial participation included approximately 200 companies. Resulted in successful, on-time launch of a self-service online database where users were able to submit survey data, define report parameters and mine data ad hoc.
- As part of business unit's strategic plan, worked with technology contractors to implement a single data dictionary and related database structure that allowed survey data to be combined across individual surveys. Resulted in more robust datasets and richer report output.



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### Professional Experience

#### **Senior Survey Consultant – International Equity Survey Project Manager (75%) (2002 –2003)**

Survey project manager for propriety International Equity Survey that collected data across 23 countries, by employee level and functional area. Survey sample consistently included 50+ well recognized, high profile technology companies. Survey project management included resource management, oversight of data quality review, data analysis, and final report production. Worked with leadership to identify equity plan trends, forecast shifts in plan practices and develop talking points after each survey release.

#### **Business Analyst (25%) (2002 –2003)**

Worked with end-users and management team to identify new technical products, determine product enhancements, establish development priorities and determine implementation timelines.

#### **Contributions:**

- Led strategic initiative aimed at reducing clients' time commitments and improving data submission quality. Resulted in streamlined, standardized data collection methods for all Buck compensation surveys.
- Coordinated data operations and engineering resources to roll out enhanced version of web enabled survey database querying capabilities that better met internal and external client needs.

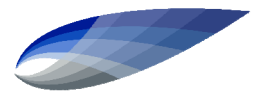
ABC Company 3 – Westport, CT

#### **Consultant – Compensation Survey Project Manager (1998 – 2002)**

As a senior member of survey business unit, worked collaboratively with team members to produce a portfolio of approximately 20 salable products annually. Portfolio included broad-based, executive, board of directors and industry-specific compensation and employment practices surveys. Member of strategic team focused on determining future direction and additional service offerings for business unit.

#### **Client Based Project Work**

- Project Leader for Stock Plan Design and Administration Survey conducted in partnership with National Association of Stock Plan Professionals (NASPP). Survey gathered data from 400+ U.S. based companies. Working with advisory board and thought leaders, developed survey instrument; managed survey project and designed and conducted all survey analyses. Focus was on strategic, iterative redesign of survey tool and report. Responsible for ad hoc sub-cuts including a salable special study of the high-tech industry sectors.
- Functioning as primary project analyst on development team, authored detailed business and systems specifications for the administration of a Fortune 500 client's cash-based LTI plan. Through on-site and virtual information gathering sessions with constituents and review of all plan documents, identified and documented internal business rules, valuation methodologies, financial modeling functionality and accounting requirements relating to the client's cash-based LTI plan.
- As requested, mined survey databases to fulfill internal and external clients' ad hoc custom analysis requests.



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### Professional Experience

#### Internal Project Work

- Developed pilot survey of benchmark IT positions' compensation and employment practices in response to internal and external client requests. Survey scope included annual compensation, compensation program design, sourcing, recruiting, training, and professional development. Product development required extensive research and collaboration with "expert" consulting end-users. Developed survey instruments, position descriptions and data collection tools. Designed report outputs, conducted data quality review, and produced final analysis. Quality and content of report became the standards for business unit. Developed industry expertise and became a "go to" person for IT-related issues.
- Project managed a portfolio of high-tech proxy studies geared toward increasing organization's visibility in market place. Proxy portfolio included Internet Companies Filing for IPO, Public Internet Company Study, Survey of Compensation in the Software Industry.
- As a member of survey project team, supported other survey project managers by assisting with data gathering, quality review and report production for Board of Directors, Executive Perquisites, Middle and Senior Management Studies.
- Functioned as a business analyst liaising between the business unit and technology developers to identify and document additional functionality for custom applications that supported business objectives. Conducted end-user training for all custom applications.

### Qualifications

#### Education

Masters Business Administration (Management): Graduate School of Business, University of Connecticut (2006)  
Masters Business Administration: Graduate School of Business, Fordham University (2003)  
BA Sociology (Urban Studies, Women Studies), Southern Connecticut State University (1998)

#### Professional Affiliations:

SAS Coursework, SAS institute, NYC (2001)  
Oracle Database Technologies Coursework, NYU School of Continuing and Professional Studies, NYC (2002)