

Cheree Aguilar

SENIOR EXECUTIVE OFFICER AND HR OPERATIONS ADMINISTRATOR

Senior executive officer and human resource administrator with significant experience combining both human resources and operations expertise, to optimize organizational performance in conjunction with regulatory compliance. Accomplished in effectively building infrastructure, establishing active business partnerships with proven ability to reach effective solutions to complex issues and successfully implement organizational change in both small and large publicly traded organization with experience in a variety of industries and sectors. Recognized proficiency in:

- Human Resources Policy and Systems Design
- Budget Management
- Employment Relations/Investigations
- Regulatory Compliance
- Benefits and Compensation Design
- Performance Management
- Board and subcommittee oversight
- Relationship management
- Union and Non-Union Employee Relations
- Program Management
- Benchmarking and Best-Practice Analysis
- Incubator Program Management
- Trust Management
- Facilitation and Presentation
- Leadership Coaching
- Downsizing and Restructuring

EXPERIENCE

Senior Director of Human Resources- SJSU Research Foundation, San Jose, CA	2015 – Current
Deputy Executive Director	2014 – 2015
Senior Director of Human Resources	2012 – 2015
Director of Human Resources	2007 – 2012
Senior Human Resource Manager	2006 – 2007

Under the general direction of the Executive Director, partner with executive leadership team and faculty in order to align university research strategies with actionable workforce plans. Communicate and collaborate with other university and auxiliary administrators, CSU personnel, outside organizations, and state and federal agencies to coordinate human resource activities with research programs. With full human resource function responsibility, supervise the work of human resource staff of nine, as well as oversee the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, related to organization operations, activities, and services. Provide direction and leadership in matters of compensation planning an analysis and benefits administration, employment relations and investigations, recruitment, selection, and HRIS design and development. Serve as the organization's EEOC officer and responsible for ensuring that the Human Resource function maintains compliance with all applicable statues and regulations, as well maintains professional and ethical relationships with university faculty staff and government sponsoring agencies.

Sr. HR and Compensation Specialist - VeriSign, Inc., Mt. View, CA	2004 - 2006
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Provided global HR and HRIS consultation on all aspects of compensation, which included: position analyses to assure appropriate job functions, proper job classifications, and correct salary band placements. Managed government Fair Labor Standards Act classification job family review resulting in a 38% correction of misclassified job families. Directed the development and maintenance of base and variable pay programs, annual employee performance reviews, sales compensation and total rewards training. Collaborate with department leaders on department operational objectives, and the development of non-traditional compensation payment possibilities. Benchmarked and prepared narrative and statistical analyses on company culture, jobs, and total rewards strategies in order to support changing best practices and trends. Acted as liaison with partner companies to coordinate asset valuations for merger and acquisition activities

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HR Specialist III - Sun Microsystems, Inc., Santa Clara, CA 2000 – 2004
Compensation consultant for the corporate and iPlanet software divisions. Administered global corporate-wide compensation initiatives, processes and bonus nomination programs. Conducted job evaluation, market pricing, salary survey input and analyses, and served as key team member of the HRIS database design and maintenance organization. Designed and implemented global job architecture including job leveling system, job titles, salary structures and common incentive programs resulting in clearly defined career planning opportunities for employees. Developed global focal communications and tools which simplified and enhanced user experiences during nomination cycles. Created and implemented shared services total reward training courses for Sun/AOL/Netscape managers and employees

HR Generalist - Excel Circuits International, Santa Clara, CA 1999 – 2000

Managed all aspects of HR operations which included: employment relations, Human Resource Information Systems (HRIS) employee relations, compensation and benefits administration, performance management, 401K Plan administration, workplace safety, policy administration, worker's compensation and payroll administration. Designed and implemented HR and Total Reward programs that aligned with sector specific operational needs. Managed HR Coordinator and HR/Payroll Specialist, introduced company's first formal performance review program, created company safety program which resulted in 28% reduction in workplace injuries, and created a staffing program and decreased on-boarding process by over 30 days.

CERTIFICATIONS

Certified Compensation Professional (CCP), World at Work Society of Certified Professionals
Myers-Briggs Type Indicator, American Management Association

Senior Professional Human Resource Designation (SPHR), Society for Human Resource Management
(In process)

BOARD SERVICE

Research Organizations Retiree Medical Trust, SJSU Research Foundation
(Board Chair 2010 – Present)

CSURMA/AORMA
Board Member – 2015

AOA HR Committee
Past Chair - 2014

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

California State University Auxiliary Organization Association
Silicon Valley Compensation Association
Society for Human Resource Professionals
World at Work Compensation Association
California Public Employers Labor Relations Association

EDUCATION

St. Mary's College of California, MA in Leadership
St. Mary's College of California, BA in Management

William P. Voss, MS Industrial Relations, SPHR

EXECUTIVE PROFILE

- Accomplished Human Resource Business Partner executive with twenty plus years of progressive multi-unit employee relations experience.
- Dedicated Company representative in eighteen labor agreement negotiations, serving as the Company's advocate in over forty arbitration cases with greater than 85% success rate.
- Known for creating a positive hands-on work environment and hiring "the best of the best" resulting in reduced grievance activity, improved labor efficiency, retention, and outstanding customer satisfaction.
- Strong business acumen coupled with expertise in organizational development, performance management and continuous process improvement yields positive bottom-line results.
- Seeking a challenging, principled business environment where my expertise in employee relations, interpersonal communication skills, and ability to build constructive relationships will make a difference in creating a strongly motivational and collaborative human resource environment.

EDUCATION/CERTIFICATIONS/MEMBERSHIPS

M.S Industrial Relations, West Virginia University, Morgantown, W.V.

B.A Political Science, Ramapo College of New Jersey, Mahwah, N.J.

- Board of Directors, Kentucky Labor-Management Committee 1998, 1999, 2001 & 2002; Co-chairman 2000
- Six Sigma Green Belt, June 2002
- Lean/Six Sigma Black Belt, May 2010
- SPHR Certification – December 2010
- Certified Instructor, Blended Learning, 2011
- Certified Diversity Instructor, 2014

Member: Society of Human Resource Management

EXPERIENCE

- 2012 - Present** **Human Resource, Ford Motor Company, Distribution, Ontario & Sacramento CA**
Human Resource Manager for all California operations of the Parts Distribution Division: labor employee relations, training and development, safety and health, recruitment, and regulatory compliance. Member of small management team which improved the Ontario HVC from the lowest performing facility in North America into the top ten. Received the Carlisle Award for the #1 most improved HVC in North America in 2014. In addition, grievances were reduced by 75% in 2013 over 2012.
- 2008 - 2012** **Voss HR Consulting – Principal,**
Human Resources, employee relations, training, compensation, recruitment, and labor relations. Lean/Six Sigma Black Belt – performed site assessment, process improvement, developed and conducted training programs, organizational and business development,

regulatory compliance and general human resource consultation.

- 2011 – 2012** **Professor - Keller Graduate School of Management, DeVry University**
Developed curriculum and conducted courses on Managing Organizational Change, Compensation, Benefits, Negotiations, Training & Development, and Human Resource Management.
- 2007 - 2008** **Area Human Resources Manager, Securitas Security Services, Phoenix, AZ**
Human Resource Leader for employee relations, training and development, workforce planning, recruitment, AAP/EEO compliance, workers' compensation, policy and procedure administration, communications, health and safety, compensation, benefit administration, investigations and business development for Arizona and New Mexico. Implement staffing process improvements and training programs that improved vacancy fills rate, reduced overtime, upgraded quality of hires, retention, and improved business' financial performance and customers' satisfaction.
- 2006- 2007** **Director, Human Resources, Microsemi Corporation Scottsdale, AZ**
Human Resource Leader for employee relations, training and development, recruitment, workforce planning, policy and procedures, AAP/EEO compliance, workers' compensation, benefit administration, communications, organization development, investigations, compensation, health and safety. Ensured business processes were defined and standardized to support move to off shore locations.
- 2005 - 2006** **Manager Human Resources, Exide Technologies, Inc. Salina, KS**
Human Resource Leader for employee relations, human capital management, compensation and benefits administration, training and development, recruitment, employee engagement program, policy and procedures development and implementation, FMLA, HIPPA, AAP/EEO, ADA compliance, union avoidance, workers' compensation, investigations, lean implementation, and community relations.
- 1997 - 2003** **Manager Human Resources, The Trane Company, Lexington, KY**
Human Resource Leader for employee relations, labor relations, compensation and benefits, safety and health, environmental, training and development, human resource planning, recruitment, security, policy and procedures, AAP/EEO compliance, communications, community relations, and chief negotiator in labor agreement negotiations and arbitration. Member of Leadership team supporting continuous improvement activities such as Demand Flow Technology, ISO 9001 certification, Six Sigma implementation, process improvements, team concept, and related organizational transformation. Chief negotiator for two consecutive labor agreements. Served on the Board of Directors, Kentucky Labor-Management Committee 1998, 1999, 2001 & 2002; Co-chairman 2000.

1994 -1997 **Manager, Industrial Relations, Kuhlman Electric Corporation, Versailles, KY**
Human Resource and Lean Leader for all human resources functions for three facilities, Versailles, KY, Crystal Springs, MS and Salinas, CA. Chief negotiator in labor agreement negotiations (four contracts negotiated with three unions) and arbitration cases. Training and development including lean manufacturing, teams, supervision, security, safety and health, AAP/EEO compliance, significant cost-savings and productivity initiatives such as gain sharing, drug and alcohol abuse programs, managed healthcare, team deployment, improved workers' compensation administration, and numerous process improvement initiatives. Developed and implemented Human Resource Plan to ensure skills/technical knowledge was retained and strengthened during total reorganization of business. Member of management team that transformed business to regain financial stability, implementation of lean manufacturing, gained labor support, and a return to profitability.

1988 -1994 **Division Chief of Employee Relations, Thiokol Corporation, Redstone Arsenal, Huntsville, AL**
Division Human Resource Leader for labor relations (including chief spokesman in arbitration and labor agreement negotiations), employee relations, recruitment, training and development, TQM/Team deployment, drug and alcohol abuse program and related EAP, wage and salary administration, benefit administration, talent development, union avoidance, and AAP/EEO compliance.

Proficient in Microsoft Office (outlook, excel, power point, Visio, Project) and a variety of other business software applications including Workday and Taleo.

Tom MacRae
MBA, SPHR-CA

SUMMARY

Awarded *Legion of Merit* by President of the United States for distinguished service as *Vice President of Human Resources* for Commander, Naval Air Forces. Proven University administrator with experience at seven accredited universities as Dean of Students, Adjunct Faculty Member, Lecturer, and HR Associate Director. Twenty plus years of Active Duty Military Service with culminating experiences as a Navy Captain (O-6), Commanding Officer, and Major Command tours. Skills include the following:

- Compensation Management
- Strategic Planning
- Staffing Leadership
- Process Improvement
- HR Communications
- Employee and Labor Relations
- Learning and Organizational Effectiveness
- Budget Development and Execution
- HR Information Systems Leadership
- Financial Planning

PROFESSIONAL EXPERIENCE

ASSOCIATE DIRECTOR OF HUMAN RESOURCES (2014 – present)

Stanford University Graduate School of Business Stanford, California

- Provide the full range of HR services for Stanford Graduate School of Business client groups
- Manage staff related issues, policies, programs and processes.
- Work both collaboratively and independently to address a variety of complex HR issues and organizational problems.
- Interact with a diverse group of individuals in an active, fast-paced, and challenging environment.

DEAN OF STUDENTS (2012 - 2014)

Naval Postgraduate School Monterey, California Naval Postgraduate School's mission is to provide graduate level education for military officers and defense officials from all services and other nations to increase the combat effectiveness of the Armed Forces.

- Served as Commanding Officer for 1700 Resident Students and 1100 Distance Learning Students.
- Organized significant changes to University policies that led to compliance with Inspector General requirements while boosting morale.
- Executed, organized and emceed countless campus and community events to enhance students' educational experience.
- Chaired the University Honor Code Program and Honor Code Education and Violation Review Board Procedures.
- Reported directly to both University President (Vice Admiral) and Provost.
- Served as a professional mentor for hundreds of mid-career, graduate students.

VICE PRESIDENT of HUMAN RESOURCES (2010 -- 2012)

Naval Air Forces Vice President for Human Resources San Diego, California The mission of Naval Air Forces is to staff, train and equip 100,000 military and civilian personnel onboard 11 aircraft carriers and 250 aviation squadrons worldwide.

- Led Human Resource functions for 100,000 military and civilian personnel worldwide
- Chaired cross-functional teams to achieve mid and long-term strategic planning objectives for global navy manpower plans, new hull aircraft carrier manning policies, new aircraft squadron manning plans, etc.
- Reported directly to a Vice Admiral (three star) for all matters related to manpower and personnel
- Interacted with Fleet Commanders and Pentagon Experts to accomplish staffing targets/ HR goals
- Organized and led the execution of crisis response training for 100,000 personnel
- Achieved highest morale on record across entire organization (measured by retention)

LEADERSHIP INSTRUCTOR (2008 – 2010)

Naval War College Leadership School Division Newport, Rhode Island The mission of the NWC Leadership School is to educate/ train 100 percent of Navy Commanding and Executive Officers.

- Prepared Navy Captains and Commanders prior to their assumption of critical leadership positions

- as Commanding Officers and Executive Officers throughout the US Navy and allied forces.
- Taught leadership courses and developed leadership curricula for fast-tracking Navy Executives
- Certified 360 Coach; performed hundreds of 360 Feedback Sessions

CHIEF EXECUTIVE/COMMANDING OFFICER (2006 – 2008)

Commanding Officer, Navy Recruiting District San Francisco, California The mission of Navy Recruiting District San Francisco is to recruit officers and enlisted personnel throughout Northern California and Western Nevada for naval service.

- Singularly in charge of a 300 person sales organization throughout Northern CA and Western NV.
- Directed all mission execution, training, human resources, personnel development, logistics support, policy and guidance for the organization.
- Consistently ranked #1 Commanding Officer among 13 comparable recruiting districts encompassing the Western half of the United States.
- Accomplished a 30 percent improvement in recruiting operations, the single largest improvement for any Navy Recruiting District in the all volunteer force era.
- Awarded prestigious Navy Recruiting Excellence “R” Award in recognition of 107% of mission accomplishment across all recruiting goals and diversity targets (1 of only 7 nationally).
- Implemented an innovative communication and training programs lauded by higher authority for breaking paradigms and opening new diversity and education markets.
- Executed the seamless consolidation of three component organizations into one integrated recruiting force while meeting or exceeding all quantity/quality objectives.
- Functioned as proactive liaison with local officials and community organizations, greatly enhancing Navy awareness in the San Francisco Bay Area and Northern California.

CHIEF OPERATING OFFICER / EXECUTIVE OFFICER (2005 – 2006)

Executive Officer, Navy Recruiting District San Francisco, California

Deputy to Chief Executive Officer. Managed all command operational and administrative requirements. Led 300 personnel in training, sales, marketing, budget formulation and execution, human resource and personnel management, facilities management and Department of Defense compliance.

- Provided budget management of \$3 million and realized over \$300,000 in savings, efficiency rewarded with savings returned to organization to fund technology upgrades and training.
- Conducted proactive sales training and ensured Navy Recruiters were well prepared to respond to highly competitive civilian hiring market
- Implemented aggressive Safety Awareness Program reducing “at fault” accidents by 60% and overall accidents by 50% despite over 4 million miles driven by sales personnel.
- Initiated dedicated mentoring program, resulting in 35% of personnel pursuing off-duty education.

DISBURSEMENT, PAYROLL AND PERSONNEL MANAGER (2001-2005)

Chief Operations Officer, Personnel Support Detachment Jacksonville, Florida

- Singularly in charge of a unionized workforce of 125 people
- Disbursed more than \$550M of annual payroll earnings to more than 10,000 employees

EDUCATION

Yale School of Management New Haven, Connecticut

Master's Degree in Business Administration (MBA), Finance and Strategy Concentrations.

United States Naval Academy Annapolis, Maryland

Bachelor of Science in Physics, Oceanography With Honors.

Certifications: *SPHR; SPHR-CA; SHRM-SCP; UC Berkeley Certificate in Financial Planning.*

INTERESTS

- *HRCI Contributing Author SPHR, PHR, California Exams and Body of Knowledge*
- *USA Triathlon National Rankings two-time “All American - Honorable Mention”*
- Yale University Admissions Coordinator Central California Region and MBA Mentor
- Intermediate level Spanish language proficiency