

# Deanna Paluba

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## SUMMARY OF QUALIFICATIONS

- Highly motivated, dedicated, and influential leader committed to working collaboratively with stakeholders, business partners, executives, management, and other areas within the organizational structure.
- Proven expertise in identifying issues and developing, implementing, and integrating innovative solutions to address operational objectives.
- Versatile senior human resources professional with comprehensive experience in program and global policy development, recruitment, with expertise in employee relations.
- Resourceful, organized, and knowledgeable of current state, federal and international employment laws.
- Effective communicator and problem solver proficient in organizing and managing a high volume of sensitive and confidential information.

## PROFESSIONAL EXPERIENCE

Gilead Sciences, Foster City, CA

December 2015- July 2018

### Director, Employee Relations

- Lead a team of Employee Relations subject matter experts worldwide, responsible for maintaining and continuously improving an employee relations model that addresses employee and management issues fairly, consistently, and timely in line with Gilead culture and values as well as local laws and regulations around the world.
- Act as a trusted advisor to senior HR and business leaders by leveraging experience, expertise, organizational awareness, business acumen, a pragmatic mindset, and the ability to effectively partner with and influence others.
- Manages, maintains, and revises HR policies, procedures and practices to ensure compliance, enhance workplace environment and promote the company culture
- Assess employment risk in coordination with HR leadership and legal based on current regulatory landscape and anticipated changes.
- Design and implement a comprehensive communications strategy to promote ER best practices throughout the organization.
- Provide performance management support and feedback to managers and employees. Facilitate progressive disciplinary actions, investigations and terminations.
- Develop an Employee Relations (ER) framework, including strategies and proposals to drive continuously improving ER practice within the organization based on trust, mutual respect, strong performance management, and accountability in support of the goals of the organization.
- Investigate employee concerns related to unfair practices, discrimination, harassment, and policy compliance.
- Research and partner with legal to respond to EEOC and Department of Labor inquiries or charges.
- Ensure compliance with local and country employment laws, and Gilead's CORE values.
- Led a cross functional, global policy project that provided a common technology platform, developed a consistent business process for the creation, revision and review of Gilead policies.
- Develop and conduct training for managers and HR business partners on harassment prevention, new manager training, performance management and wage and hour compliance.

United Technologies Company, Vergennes VT

September 2014 –May 2015

### Human Resources Manager

- Member of the Senior Leadership Team for an 800 person manufacture and design facility.
- Managed a talented team of HR professionals, providing leadership, performance feedback, and daily work flow management.
- Responsible for monthly all employee communication meetings. Developed content, identified and prepared speakers, presented HR topics to a diverse employee population.
- Managed staffing, recruiting, on boarding, HR budget, Employee Engagement survey & actions, and training programs.
- Provided overall performance management and progressive disciplinary actions, investigations and terminations.

IBM, Essex Jct., VT

**January 1994-September 2014**

**Senior Human Resources Manager** - Financial Services Sector (February 2013-September 2014)

- Provided leadership development and strategic support to IBM managers and executives in the Global Business Services division with the goal of driving revenue growth and achieving market leadership.
- Recognized as a trusted business partner capable of facilitating dialogue and providing guidance, advice, counsel, and inspirational coaching to a dynamic group of leaders.
- Developed agendas and lead multiple staff meetings each week, review corporate guidance, translate high level strategy into action plans, communicate decisions to managers, and assist executives in understanding the transformation of business.
- Analyzed attrition, retention, performance, and salary planning data, review the business climate, and devise comprehensive plans and solutions.
- Conducted a competitive compensation analysis in combination with an employee engagement initiative.
- Supervised, coached, and trained the Human Resource Partner team.

**Employee Relations Partner** - Integrated Services Team (October 2008-February 2013)

- Provided high quality management of complex cases in support of employees, management, and HR partners.
- Investigated employee concerns related to unfair practices, discrimination, harassment, and policy compliance.
- Researched and responded to EEOC and Department of Labor inquiries or charges.
- Ensured compliance with local and country employment laws, IBM corporate policy, and IBM values.
- Led a global re-engineering initiative to explore alternate approaches to handling employee appeals.
- Investigated and analyzed industry standards for employee appeals from a global perspective.
- Participated in a global initiative to document country-specific case management guidance and developed the U.S. country guidance for a variety of HR topics, including performance management, legal topics, employee appeals, discrimination, and harassment.

**Human Resources Partner/Team Lead** (September 2004-October 2008)

- Advised and counseled IBM executives, management, and employees related to complex employee issues and concerns.
- Partnered with management to effectuate organizational change focused on creating a high performance culture.
- Analyzed workplace situations and coached managers in the resolution of employee concerns and grievances.
- Provided leadership, training, and guidance to HR partner team.

**System & Technology Group – Operations Manager** (May 1999-September 2004)

- Provided business direction, employee development, performance management, appraisal, and feedback with responsibility for leading all elements of personnel.
- Managed staffing requirements and the labor cost budget for the Mask House; coordinated recruiting/hiring activities and established succession plans for critical skills and leadership roles.
- Managed the continuous Improvement team which provided business analysis and provided recommendations on productivity improvements to reduce cycle-time, maximize overall utilization, and identify optimum staffing levels.

## **EDUCATION / CERTIFICATION**

CHAMPLAIN COLLEGE, Burlington, VT

**Masters Certificate in Mediation and Conflict Studies**

**December 2015**

MYERS-BRIGGS CERTIFICATION

**May 2015**

SOCIETY OF HUMAN RESOURCE MANAGEMENT

**Professional Human Resource (PHR) Certification**

**June 2009**

CHAMPLAIN COLLEGE, Burlington VT

**B.S., Business Administration**

Magna Cum Laude

**May 2012**

## **REFERENCES**

Professional references are available upon request.

