

Robert Sala

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Portfolio Website: <https://robertdsala.com>

PROFESSIONAL SUMMARY

Dynamic HR Executive with 24 years of experience leading end-to-end human resources functions. Adept at developing and implementing HR strategies, talent acquisition initiatives, and employee engagement programs in both startups and established organizations. Proven track record of reducing costs, improving HRIS efficiency, and ensuring regulatory compliance (ISO, HIPAA, GDPR, SOC 1 & 2). Expert in payroll management, benefits administration, and HR policy development. Fluent in English and Spanish.

CORE COMPETENCIES

- **Strategic HR Leadership**
 - **Workforce Planning & Talent Acquisition**
 - **Retention & Employee Engagement**
 - **Compensation & Benefits Strategy**
 - **Performance Management**
 - **Employee Relations & Conflict Resolution**
 - **HRIS & Payroll Systems** (BambooHR, ADP WorkforceNow, Paylocity)
 - **HR Compliance & Audits** (FMLA, FLSA, EEO-1, ADA, OSHA, ISO 27001, HIPAA, GDPR, SOC 1 & 2)
 - **DE&I Initiatives**
 - **HR Policy Development**
 - **Data Analytics & Reporting**
 - **Vendor Management**
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PROFESSIONAL EXPERIENCE

Director of Human Resources

Markley Group – Boston, MA | May 2021 – Feb 2024

- Spearheaded HR strategies for recruiting, onboarding, policy management, and compliance across the organization, ensuring alignment with business objectives and fostering a high-performing workforce.
- Implemented HRIS and payroll systems, reducing manual HR tasks by 60% and saving \$160K in benefit costs in the first year.
- Expanded background checks while cutting associated costs by 40% and increasing qualified applicants by 20%, emphasizing diversity hires.

- Decreased onboarding time by 30% and policy incidents by 20% through continuous process improvements.
- Mediated employee conflicts, reducing employee relation incidents by 25%.
- Facilitated ISO 27001/27701, HIPAA, GDPR, and SOC 1 & 2 audit readiness, maintaining consistent recertifications.
- Designed and executed a succession planning framework, identifying key roles and developing leadership pipelines, resulting in a 30% improvement in internal promotions and enhanced organizational stability during periods of growth.

Human Resources Data Analyst (Contract)

National Grid – Waltham, MA | Sep 2019 – Sep 2020

- Maintained 100% accurate HRIS data while managing HR service requests, minimizing operational disruptions by 25%.
- Streamlined data analysis by 85% with advanced MS Excel functions, enhancing reporting capabilities for HR leadership.
- Ensured optimal data replication into SAP NetWeaver by validating and approving individual cases in MyHub SuccessFactors.

Director of Human Resources

Veloxius Inc. – San Juan, PR | Jul 2005 – Aug 2019

- Led strategic HR management for a 200-employee startup, focusing on recruitment, retention, and development programs.
- Boosted employee retention by 20% and cut turnover costs by 15% through targeted engagement and performance initiatives.
- Decreased onboarding time by 25% by optimizing recruitment workflows and automating new-hire processes.
- Ensured 100% legal compliance and resolved 95% of employee relations issues proactively.
- Supervised benefits and compensation programs, conducted payroll for all staff, and maintained ADP WorkforceNow.
- Assisted in SOC 1 & 2 audits and GDPR compliance efforts, reinforcing a culture of confidentiality and data security.
- Implemented strategic succession planning initiatives to proactively address future leadership needs, ensuring seamless transitions for critical roles and reducing talent acquisition costs by 20%.

Human Resources Manager

Veloxius Inc. – San Juan, PR | Jul 2000 – July 2005

- Managed recruitment, employee relations, and benefits administration for a start-up growing organization.
- Developed and implemented the onboarding process and performance management systems, ensuring smooth integration of new hires and effective performance tracking.

- Acted as the first point of contact for employee concerns, resolving issues with guidance from senior leadership.
 - Ensured compliance with HR policies and labor laws, fostering a safe and productive work environment.
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EDUCATION

- **Master of Business Administration (MBA), Human Resources Management**
Inter American University of Puerto Rico, 2000-2002
 - **Bachelor of Business Administration (B.B.A.) in Management**
Inter American University of Puerto Rico, 1997-2000
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CERTIFICATIONS

- **Global Remuneration Professional (GRP)**
 - **CIPD – Level 5**
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TECHNICAL SKILLS

- **HRIS:** BambooHR, ADP WorkforceNow, MyHub SuccessFactors, Paychex Flex, Paylocity
 - **Collaboration & Project Tools:** Slack, Microsoft Office (Excel, Word, PowerPoint, Teams, SharePoint), Google Drive, Jira, WordPress
 - **Systems & Integrations:** SAP NetWeaver, API & EDI File Feeds, Linux (RedHat, Fedora, Ubuntu)
 - **Payroll & Benefits:** Netsuite, TimeRewards, PlanSource, ExpenseWire, Backgrounds Online, HireRight
 - **Regulatory Portals:** MA Unemployment Portal, PFML Portal, Quest Diagnostics Portal
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LANGUAGES

- **English:** Native
 - **Spanish:** Native
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KEY ACHIEVEMENTS

- Saved \$160K in benefits costs and cut HR process tasks by 60% at Markley Group within the first year.
 - Improved data accuracy by 100% and reduced operational disruptions by 25% at National Grid.
 - Increased employee retention by 20% and resolved 95% of employee relations issues at Veloxius Inc.
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