

Emma Leeds Guidarelli

Address 150 E 18th St, Apt 14-M, New York, NY 10003

Cell (203) 246-8311

LinkedIn Profile www.linkedin.com/in/emleeds

Email

emmaguidarelli@gmail.com

Work Experience

Self-Employed, HR & People Consultant, New York, NY; 2019 - present

- Provide HR Leadership, consulting and recruiting services to various startups; clients include:
 - **The Muse** - serve as Interim Head of People, providing HR leadership on strategy, performance management, leadership coaching, HR operations, change management, and crisis management.
 - **the be.come project** - work with the CEO and COO on recruiting strategy.
 - **Enigma** - worked with the CHRO and Engineering Leadership to develop career paths for the engineering team.
 - **ANC** - worked with the Head of People to build comp bands and job levels, including creating title standardization across the Company.

Museum of Ice Cream, Senior Director of People (Head of People), New York, NY; 2018-2020

- **HR Leadership:** Led the HR function serving as the Company's first internal HR hire, defining goals and KPI's for HR, and defining how HR would partner with employees and leaders. Worked directly with the co-founders, VP of Production, VP of Marketing, SVP of Operations and local GM and Managers to help them better manage their teams.
- **Culture and Engagement:** Ushered the company culture to a new phase through PTO and WFH policies, structure around organizational planning and performance, and intense coaching to the founders. Launched first company-wide engagement survey and managed follow-up action.
- **Recruitment:** Recruited for all roles at the Company (all levels from executive to entry, and all departments from design to operations), growing the HQ from 7 to 30 people in 12 months.
- **Learning & Development:** Developed and presented L&D content to the HQ and to locations on various topics including Feedback, Project Management, Personal Pronouns, and partnered with external L&D partners to elevate our offerings. Built onboarding program to ensure new hire success, and to help the Company scale.
- **Employee Relations:** Managed all Employee Relations issues including but not limited to feedback conversations, deescalating interpersonal issues, formal investigations (at times partnering with outside counsel), and an employee death with grief counseling resources.
- **Performance Management:** Built and managed performance assessment processes for HQ and the management staff at the MOIC locations, built and managed a "Workload Exercise" process to analyze HQ team member's workload and guide them into a direction that would be beneficial to their growth and to the Company.
- **Compensation:** Built compensation bands, and leveled all employees in the company against those bands to ensure equity between employees. Managed raise, promotion and bonus processes for the Company.
- **HR Operations:** Built employee policies, handbook, and employment agreements to ensure compliance. Managed all compliance items including EEO-1 reporting, rolled out an I-9 process, etc. Rolled out commuter benefit, dental and vision insurance, and managed open enrollment, and all new hire benefits enrollments.

Canvs, Director of Human Resources (Head of HR), New York, NY; 2017-2018

- **HR Leadership:** Led and managed the HR function, defining goals, KPI's and direction for HR. Worked directly with the CEO, CFO, COO, VP of Strategy, and VP Engineering to coach them and to help them better manage their teams.
- **Culture and Engagement:** Built and launched the company-wide engagement survey, and managed the feedback to leadership and action planning. Supported the company through a period of leadership changes and high turnover through change management, organizational design, and coaching.
- **Performance Management:** Launched and managed the Company's first ever performance review process, including stakeholder reviews and self-assessments, and all associated feedback training and process training.
- **Recruitment:** Full-cycle recruiter for all roles across the company from sales and customer support to UX and engineering.
- **HR Operations:** Analyzed the Company's PEO/HRIS needs and transitioned Canvs from Trinet to Justworks, including owning the transition to new benefits, dental, vision, commuter, and 401k benefits. Managed all onboarding, offboarding (including involuntary terminations), employee transitions, and promotions.
- **Compensation Planning:** Worked with the COO to transition all sales compensation plans to a new model, and managed all bonus plans and raises.

Boxed, Senior Human Resources Business Partner, New York, NY; 2016-2017

- **Management:** Ran the Engagement Team with direct management over the HRBP for the Fulfillment Centers and the Office Manager, working alongside the Recruiting and People Ops teams within the People Team.
- **Business Partnership & Employee Relations:** HRBP for all corporate employees. Responsible for all internal HR projects including organizational design, advising leadership on organizational communication, and managing sensitive employee issues and terminations.
- **Culture and Engagement:** Owner of our company-wide engagement survey, and of launching the process to define our Company Values. Advised the Office Manager on how to be intentional about the culture we want to create, by creating events that support an inclusive work environment.
- **HR Operations:** Filled in the gap when we had no Total Rewards Manager, stepping in to manage benefits, immigration, and our HRIS. Created the process to onboard new hires, and managed all promotions and terminations.

- **Learning & Development:** Developed a full L&D program, partnering with an external company to deliver content to our employees.

Sailthru, *Manager, People Team*, New York, NY; 2014-2017

- **Business Partnership & Employee Relations:** HRBP for the Engineering, Finance, and Marketing Teams. Responsibilities included coaching executives and leaders on how to more effectively manage their teams, handling ER including legal issues, and building team-wide and individual career ladders and development plans.
- **Organizational Change:** HR Partner who managed acquisition of a company in New Zealand, including learning NZ labor law, creating employment policies, onboarding employees, building orientation program, and visiting the office to understand their office culture and build a plan of action for moving forward with the employee base. Created communication plans and carried out change management processes through executive and leadership turnover, and through organizational restructuring.
- **Culture and Engagement:** Owner of the company-wide semi-annual engagement survey including launch of the survey and follow up action taken post-survey, rolled out new company intranet to drive communication and knowledge sharing across offices, managed employment branding and revamped careers page.
- **HR Operations:** Manage payroll and benefits when primary HR Operations seat was empty, built compensation banding and performance reviews, and ran HR analytics including turnover and retention data analysis. Assisted in onboarding of new hires, managed promotion process, and conducted employee terminations.
- **Learning & Development:** developed and delivered L&D content including training on flexible work environment, overhauled New Hire Orientation program, and rolled out new performance management software.

Arkadium, *Human Resources Associate*, New York, NY; 2012-2014

Executed recruiting strategy, managed employee benefits, and developed and presented content for the L&D and New Hire Orientation programs. Owned company labor law compliance and policies. Began and ran the internship program, managing university relationships.

McCann Erickson, *HR Intern & HR Assistant*, New York, NY; June-Aug 2011 & Feb-April 2012

Worked on the Talent Management team sourcing for candidates, analyzing online recruiting functions, evaluating other companies' talent management techniques, and blogging for the multicultural network.

Condé Nast, *Human Resources Intern*, New York, NY; Dec 2011-Jan 2012

Researched and created a plan to improve the college recruiting process, assisted in running the HR department newsletter and the intern program, and sourced candidates.

The American University of Paris, *Research Assistant – Dept. of Psych.*, Paris, France; June 2010-August 2010

Hamilton College, *Research Assistant – Dept. of Sociology*, Clinton, NY; Jan 2010-May 2011

HR Software

HRIS, Payroll and Benefits: ADP Workforce Now, Justworks, Namely, BambooHR, Trinet / **Compensation Surveys:** Culpepper, Option Impact / **Time & Attendance System:** WhenIWork / **Onboarding:** Sapling HR / **Culture & Engagement:** Culture Amp Surveys, Honey Intranet / **Applicant Tracking:** Greenhouse, Jobscore, Lever

Education

New York University – School of Continuing and Professional Studies, New York, NY

Master of Science in Human Resources Management and Development, May 2016

Concentration in Organizational Effectiveness – Overall GPA: 3.84

Hamilton College, Clinton, NY

Bachelor of Arts in Sociology, Cum Laude with Honors in Sociology, May 2012

Major: Sociology; Double Minor: Psychology, Dance and Movement Studies – GPA: 3.67

Interests

Dance, Yoga, Hiking, Theater, Fitness, Live Music, Organizational Psychology, Startups, Sci-Fi