

# TIA SKULSKI

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## DIRECTOR OF HUMAN RESOURCES AND RECRUITING

Policy & Program Implementation / HRIS, Compensation & Benefits / Compliance / Change Management  
Performance Management / HR Consulting / Talent Management / Team Building / Onboarding  
Training & Development/ Process Improvements / Recruiting & Employment Branding

Accomplished senior level human resources professional with a proven track record of guiding the development of human resources in multi-site national and global organizations. Skilled at analyzing, recommending, and implementing a full-range of tactical and strategic HRBP initiatives to transform and enhance recruiting, retention, recognition, succession, employee relations, HRIS, learning, compensation and benefits, compliance and other HR functions. An innovative, forward-thinking professional known for driving culture that honors its employees while improving overall operations. *Highlights include...*

- Built HR strategy to support the exponential employee growth of organizations
- Leveraged extensive HR generalist knowledge to advance employee improvement and engagement, ensure regulatory compliance, and streamline more effective workplace processes
- Launched innovative performance appraisal, learning development, and talent management systems
- Attained numerous awards and recognition for outstanding results in talent and business development

## CAREER HISTORY

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**HR and Recruiting Consultant**, 2018 to Present.

*An independent, human resources consulting firm providing interim consulting for start-ups, acquisitions, and Fortune 100 organizations in industries spanning entertainment, health, and technology.*

Founded start up HR consultant practice in 2001 and built to full-service organization providing HR expertise and consulting for start-ups, acquisitions and Fortune 100 companies. Recruited for niche senior level nationwide roles.

**HR Director/Consultant**, *Greenlots, wholly-owned subsidiary of Royal Dutch Shell*. Upon acquisition by Shell, engaged to audit then align Greenlots HR infrastructure, functions and culture with parent company. Key tasks and accomplishments included: formulated 2019 workforce staffing plan, set up retention and succession planning process; facilitated workplace immigration requests, corporate compliance and sexual harassment training; restructured organization chart; developed process maps for recruiting, onboarding and IT; created and templated emails, letters, and agreements for internal and external communications; audited job descriptions and exempt/non-exempt classifications; negotiated global payroll contract, upgraded performance program. Arranged for new HR professional to assume full responsibility for all HR functions upon completion of assignment.

- Completed compensation and staffing projects, implemented employee handbooks and compliance initiatives.
- Integrated learning management and HRIS systems during a corporate merger/acquisition.
- Led change management programs and transition initiatives to ensure optimization of employees.

**Manager of Human Resources**, Puma Biotechnology, 2016 to 2017.

*A rapidly growing biopharmaceutical start-up company dedicated to the acquisition and development of novel therapeutics for the treatment of cancer.*

Guided development and deployment of critical policies while ensuring regulatory compliance for multi-state organization with 300+ employees. Oversaw talent development, employee relations, hiring, performance evaluation, and other initiatives. Directed administration, management, and evaluation of the HR and office management functions.

- Seamlessly onboarded 120 new hires as remote field sales employees nationwide in six-week period.
- Managed effective employee relations counseling and performance improvement plans for all locations, as well as implemented new talent development pilot program.
- Developed and maintained compliance such as ACA (Affordable Care Act/ Obamacare), diversity and inclusion program; harassment prevention training, and thoroughly audit I-9 records.

**Director of Human Resources**, Entertainment Industry Foundation / Stand Up To Cancer, 2013 to 2016.

*A national philanthropic non-profit organization that connects major donors with celebrity talent to raise awareness of social causes through PSA's, telecast/television shows, and SAG events.*

Reporting to COO, built organization's HR department and candidate pipeline in LA and New York offices during time of rapid growth. Recruited and hired executive to entry-level positions and created effective branding of workplace culture. Audited and improved existing systems and better aligned corporate vision with organizational outcomes.

- Implemented new programs and processes such as internship, hiring, and performance reviews.
- Managed extensive benefits, compensation, and total rewards programs and associated vendors.
- Merged two offices and cultures together into one cohesive organization at newly designed office.
- Supported the launch of two new philanthropic programs as well as implemented staffing/recruiting plan.
- Introduced LinkedIn recruiter as a hiring tool and increased LinkedIn followers by 230%.

**HR Consultant**, 2010 to 2013.

*An independent, human resources consulting firm providing interim consulting for start-ups, acquisitions, and Fortune 100 organizations in industries spanning entertainment, health, and technology.*

Guided HR policy development and implementation for start-up and Fortune 100 organizations. Attained a Master of Business Administration degree while providing consulting services. *Key clients and roles included:*

**HR Business Partner**, Johnson & Johnson/Biosense Webster Division. Supported U.S. Sales and Worldwide Field Services divisions by partnering with 35+ client managers to provide HR leadership for 450+ sales and services employees. Aligned all strategic and tactical efforts with J&J's credo and to expertly mentor and build cohesive teams. Created cohesive employment brand and gained executive buy-in post Bioscience Webster / J&J acquisition.

**HR Manager**, DTS, Inc. Restructured and invigorated recruiting process globally to attract, recruit, and retain top performers. Introduced employment branding to energize best place to work concepts. Implemented social networks rebranding to increase interest of most highly desirable candidates. Proposed and developed comprehensive 12-month onboarding program and process maps. Conducted behavioral interview training to groups and individuals

**Global HR Manager**, MRV Communications. Provided corporate support for 200+ national & 600+ global employees in 10+ countries. Responsible team lead in OCS culture unification during combination of two U.S. locations. Served as team lead on worldwide compensation project. Rolled out the global anti-harassment seminars; Foreign Corrupt Practices Act; Risk Assessment for the Annual/Quarterly "Certification" and global performance initiatives.

**Vice President – Human Capital**, Genius Products, 2007 to 2009.

*A \$500M DVD distribution company with acquisition and licensing authority for major feature films for The Weinstein Company, Sundance, WWE, ESPN, Sesame Workshop and Discovery Kids; distributor of Castalian Music.*

Built the HR and Office Services at two LA offices during growth phase. Partnered with C-Level executives on pre-acquisition and post-merger change management initiatives. Recruited and hired 100+ employees with top notch talent while meeting diversity and inclusion goals.

- Identified cost savings (\$800k in 2008, \$500k in 2009) by collaborating and renegotiating contracts with vendors, insurance companies, agencies, and employees, including savings of legal litigation claims.
- Transformed company culture into most desired place to work "best in class" while establishing structure in a fast-paced M&A environment.
- Managed and implemented cost effective benefits programs and HRIS that supported 245 employees.
- Partnered with Executives on pre-acquisition/post-merger initiatives and implementing SOX compliance.

**Human Resources Representative, Corporate**, Reed Business Information, 2001 to 2006.

*Leading nationwide publisher of B2B/C magazines, such as Variety, a division of Reed Elsevier.*

Hired to launch and manage Corporate HR/Talent function for eLogic, newly acquired startup. Improved HR's popularity in demanding West Coast division with training and employee relations as a trustworthy respected collaborator with ability to read the needs of the business and optimize productivity. Point person for benefits/LOA.

## EDUCATION, PROFESSIONAL & PERSONAL

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**Education:** MBA - Argosy University; BS in Marketing - Canisius College; Professional Certificate in Human Resources Management - UCLA

**Professional Associations & Membership:** Society for Human Resource Management (SHRM) and National Human Resources Association (NHRA)

**Special Awards / Recognition:** 2007 SHRM Guest HR Speaker, CEO Exchange with Steve Wynn and Terry Semel, aired on PBS Commendation received from Los Angeles County, for Lantana (Entertainment) Job Symposium

**Board / Committee Positions:**

- Los Angeles Division, Member, National Human Resources Association (NHRA)
- Advocacy Captain – CA 26th District; Member, Society for Human Resource Management (SHRM) Committee Member/Board Recruitment Advisor, Taproot Foundation – Pro Bono
- Chair, Vice Chair, Project Manager, Commission, City of Santa Monica – Status of Women (COSW)
- Chair, Legislative Affairs, Professionals in Human Resources Administrators District 5 (PIHRA)