

A communication professional with demonstrated ability to design, support, and implement communication and change management programs with teams. Graduate degrees in communication, extensive professional presentation, teaching/training, and facilitation experience before all levels of the organization, from entry level to executive. International business experience developing and implementing key messages in print, web, electronic, PowerPoint, and face-to-face. Broadcast writing and production experience, including voice over. Strong experience managing and supporting teams of IT professionals to implement enterprise-wide solutions.

Work Experience

Manager, Global HR Applications Chevron Corporation 2007-2010

Led a team of HR and IT professionals to support, develop, and implement a series of global applications (Talent Management, Recruiting, Reorganization/Redeployment, Global Mobility, etc.).

- Led the global implementation of the Global Talent Management Information System (GTMIS), used by over 27,000 employees in over 100 countries. Received Winning Together Award for “exemplary contributions . . . advancing [Chevron’s] journey toward truly integrated talent management data.”
- Achieved all GTMIS implementation targets by leading successful change management efforts. Provided documentation, training, and change management consulting to business units and stakeholders, presented Overviews, Best Practice sessions, and Executive briefings as web broadcasts and face-to-face.
- Led successful performance turnaround of recruiting application “Virtual Edge” by implementing strategies and procedures on governance, change control, vendor relationship, support organization, and stabilization of North American implementation.

Project Manager Infineon Technologies 2003-2005

Designed, documented, and led implementation/communication efforts for regional and global HR compensation and staffing tools and processes.

- Created end-user and admin documentation, print materials and web content for “Variable Income Plan” (VIP), a global enterprise incentive management tool. Generated VIP process and tool improvement recommendations as member of international compensation team (NA, Germany, Asia Pacific).
- Achieved all regional implementation targets of VIP tool and process by developing North America implementation/communication plan, designing/leading tool and process training for executives, managers, and employees. Provided communication services and consulting to Business Unit Managers and VPs.
- Managed HR staffing team to implement “Hire.com,” a third party web-based Staffing and recruiting solution (Applicant Tracking software).
- Achieved all corporate Hire.com implementation targets by leading successful change management efforts. Generated end user documentation, set implementation and communication strategy, designed and delivered end-user training (local and distance), web and print material to Executives, Managers, and employees.

Organizational Development Manager Infineon Technologies 1999-2003

Process owner of Training and Development, Succession Planning, High Potential Process, Performance Planning and Review; co-managed Incentive and Salary Planning processes.

- Ensured all corporate performance management requirements were met through deployment of annual communication and implementation plans. Generated communication materials for managers and executives, provided face-to-face, web broadcast, and CBT training.

- Developed and executed communication and change management initiatives to deploy a variety of new processes and tools. Each effort involved consulting/advising Business Unit Managers and VPs; generating print/web content; writing/delivering CBTs, web broadcasts, town halls, conference calls.
 - Integrated existing focal review elements into globally and regionally aligned “STEPS Process:” Performance Planning, Performance Review, Salary Planning, Incentive payouts, High Potential identification, Succession Planning, Training and Development.
 - Managed deployment of “STEPS Plan,” a web-based performance management tool that tracked the Performance, Training, and Development activities of all NA employees.
 - Managed deployment of online Incentive calculator, “STAR” incentive tool
- Deployed Online Learning to Infineon NA through Global Knowledge’s “On Demand” and “Knowledge Pathways” learning environments to train managers and employees on Infineon’s Performance Management requirements. Used company web broadcasting tools (Microsoft's Live Meeting (PlaceWare) and Lotus Sametime) to provide global live distance training on a wide variety of subjects.
- Created Infineon North America Training Center as part of President’s Strategic Initiative. Developed web catalogue of classroom, webcast, and online offerings for managers, high potentials, new employees, sales, technical, compliance, and safety.

Communication & Org Dev Specialist Siemens Microelectronics 1997-1999
 Developed Internal Communication, Compensation, and Training programs and tools.

- Reduced salary planning processing time by 4 weeks and significantly improved data quality through development and deployment of Salary Planning Tool. Designed, managed the development of, and implemented tool that calculated all merit, adjustment, promotion, and lump sum changes to base pay during salary planning process.
- Facilitated Infineon Employee Survey Feedback Sessions. Analyzed results, generated summary of findings, conducted feedback sessions with employees from all levels of the organization, provided action item recommendations to executive management.
- Streamlined and integrated new hire integration efforts through design and implementation of “QuickStart” New Hire Orientation Program.
- Designed, developed, and maintained HR department’s first Intranet website.
- Managing Editor of “Siemens Circuits,” the regionally distributed employee newsletter, both print and online. Wrote articles, edited submissions, managed graphic design and printing.

Training Manager, Senior Trainer New Horizons Computer Learning Center 1996-1997

English Instructor Suffield Academy 1993-1995

Instructor, Communication The Pennsylvania State University 1988-1993

Media Specialist Sacramento Police Department 1987
 Scripted, directed, videographed, edited “Crime Alert” video segments for weekly local TV broadcast.

Education

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| Ph.D., MA | The Pennsylvania State University | Communication |
| BA | California State University, Sacramento | Media Communication Studies |

Other Interests

Musician, singer. Jazz and Classical ensembles. Sound clips available at www.pauldford.com.