

MARIE A. ZOLEZZI

~
Belmont, CA / Park City, UT
Email marie@zmventures.com

SUMMARY:

An innovative, dynamic and highly energetic consultant with a proven ability to identify and capitalize on business and Human Resources opportunities. Professional experience with an emphasis on business partnering including business plan execution. Experience with project management of unique corporate situations such as mergers, acquisitions and divestitures. Hands on expertise with IPOs, change in control and global expansions.

Expert at executive coaching, employee relations and investigations. Skilled at conflict resolution, one-on-one counseling and organizational design consultation.

PROFESSIONAL EXPERIENCE:

ZM Ventures, Inc.

1993 – Present

Independent Consultant

As founder and CEO of ZM Ventures, Inc. contract with and provide individualized consultative services to clients. Services include business consultation; M&A pre and post due diligence, legal compliance and investigations. Proficient in conducting complex employee relation investigations; creation and integration of policies and procedures. Experienced in delivery of human capital management processes. Specialized in working with small, start-up to mid-sized public companies.

Sun Microsystems, Mountain View, CA.

Human Resources Director, North American and Australian Field Operations

Projects included diversity needs analysis; processes for talent review, development plans, stack ranking, director nomination, contingency stock pool administration. Developed programs for succession planning and workflow / organizational development planning. Worked on performance management systems while supporting, on an acting basis, the US Customer Service organization. Staff included two generalists, two administrators, one contract recruiter and one project coordinator.

Human Resources Manager, Product Development/ Software Technology Enterprises

Initially supported the SET engineering organization and then became acting HR manager of the NET Engineering organization. Supported both of the above plus product marketing, quality assurance, sales, business development and operation business units. Client group was international in scope including sites in Mountain View, Billerica, Montreal, and Grenoble. Staff included two generalists, two administrators, two contractor recruiters and one summer intern.

Amdahl Corporation, Sunnyvale, CA.

Human Resources Specialist, Staff Compensation

As part of an 18-month assignment, provided compensation services to U.S. Customer Services, and UNIX Systems groups. Duties included job evaluation, position allocation/salary analysis, developed action plans, acted as compensation consultant to Employee Relations staff, managers, and executives. Acted as project leader on geographic area differential project and Regional Systems Engineer job analysis.

MARIE A. ZOLEZZI

Employee Relations Representative, Staff

Provided employee relations support for Customer Information Services and Facilities client groups. Duties involved compensation support, organizational development, manpower planning, and management training.

Employee Relations Representative, Sr.

Supported Santa Clara manufacturing three-shift operation. Duties included employee relations, assisting management development, facilitating worker's compensation issues, developing training programs, and helping to define manpower requirements.

First Interstate Bank, Fremont, CA.

Assistant Vice President and Manager - No. California Operations

Managed human resource function for salaried and non-exempt workforce. Developed and reorganized the HR department to be responsive to user units. Developed automated Personnel Inquiry System. Managed staff of four.

Wells Fargo Bank, San Francisco, CA.

Assistant Vice President and Manager - Consumer Marketing

Administered all personnel policies and procedures for a 500-employee organization. Responsibilities included employment, salary administration, benefits, and employee relations. Initiated personnel MIS reports for the division. Managed staff of two.

Assistant Vice President, Consumer Services, Oakland, CA.

As part of a taskforce, participated in the reorganization of the division. Duties included HR effectiveness, new employee orientation package, relocation and commute policy, incentive plans, productivity analysis and budget planning. Responsible for a \$15.5 million profit plan.

Job Analyst, San Francisco, CA.

Handled compensation and job analysis, identified competitive labor markets, conducted surveys, and determined exemption status and EEOC job categories.