

PAT E. SMITH

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Objective A position within an innovative company that will enable me to fully utilize my system design capabilities to support key business strategies.

Summary A business professional and with high-level skills in advising company leaders on incentive plans, policy and guideline interpretations, and responses to compensation trends. Highly developed expertise in compensation survey design, implementation, analysis and reporting; external market competitive analyses, compliance analysis and reporting. Strategic abilities include recognized proficiency in creating and adapting systems to drive desired business results. Excellent communication skills with proven leadership ability in challenging situations. MBA honors graduate. Available to relocate.

Professional Experience

Assure Associates, Inc., Vienna, VA: A growing hotelier with 44 properties in North America.

Sept 2003 to

present **Lead Compensation Analyst** – Develop, implement, administer compensation and incentive policy, procedures, practices, and programs.

Key Contributions / Accomplishments

- Developed an employee incentive process to support a key customer service initiative which led to a 10% increase in overall guest satisfaction and 5% increase in occupancy rates.
- Created a compensation database and trained the business staff of all hotels in its use to facilitate ongoing salary changes and incentive awards. System reduced compensation-related administration time by an average of 23%.
- Evaluated and recommended an automated job evaluation tool, which was implemented, for the purposes of improving response time and recordkeeping of job evaluations.
- Identified equity issues and differences among remuneration practices at newly acquired hotels and presented recommendations to management for cost-effective adjustments in salary structures and compensation distribution.
- Developed a recent management incentive plan for hotel general managers for the purpose of increasing gross operating profits; preliminary results show an average 7% increase.

**May 2000 to
Nov 2003**

Compensation Analyst – Coordinate activities of the compensation program and support the Compensation Manager on a variety of projects.

Key Contributions / Accomplishments

- Led the annual salary survey process; analyzed results to identify and recommend changes to the hotel staff salary structure.
- Alerted staff to proposed changes in state compensation regulations, which enabled the company to make proactive policy changes and maintain compliance.
- Recommended and received approval for modifications to the nonexempt staff promotion process.

**Summer
1999**

Compensation Intern – Supported compensation benchmarking activities, established salary grades following company evaluation procedures, and assisted in the analysis and preparation of reports for regulatory agencies.

Key Contributions / Accomplishments

- Supported compensation benchmarking activities.
- Analyzed and evaluated jobs to prepare job descriptions and revise wages and salaries.
- Assisted in the analysis and preparation of reports for regulatory agencies.

Education B.S. (cum laude), Washington & Lee University, Major: Business Administration M.B.A., Louisiana State University, Graduated with honors

**Affiliations &
Certifications**

Member – Society for Human Resource Management (SHRM)
Member – American Compensation Association
Certified Compensation Professional ("CCP")
Certified HR Professional ("SPHR")

Skills

Microsoft Office Suite including MS Access and MS Project
ADP
Survey methods
Advanced graduate statistics
Analysis and reporting
Project management
Database management
Consulting with senior management
Compensation system design
Compensation laws and regulations
Professional presentations
Budget planning, preparation, and administration
Strategic planning

Mobility

Willing to relocate both domestically and internationally