**Mark E. Marzec, CEBS**

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# Career Summary and Highlights

A human resource management and systems professional with experience in diverse organizations, both internally and as a consultant. Special expertise in compensation and employee benefits design, administration, communications, and compliance. Extensive experience in HR/Payroll ERP and specialty support systems selection and implementation Stand up of a large HR shared service/call center. Process improvement and benchmarking. Project management for large HR and systems projects.

• Developed the baseline analysis of the administration of the annual executive management cash incentive process for the shared service center of a major high-technology firm, and developed recommendations for process simplification. Documented the current state and proposed a new approach for the administration of employer stock-based incentives for the same firm.

• Modeled early retirement incentive features for multiple units of a newspaper conglomerate, calculating ROI and payback periods for a variety of different assumptions as to benefit structures and acceptance rates. Projections resulted in millions of dollars of savings with payback periods of less than two years.

• Led the design and implementation of human resources and finance contact centers for a federal agency featuring PeopleSoft CRM HelpDesk for HR and CRM Self-Service as the case management tools supporting over 30,000 employees. Saved the client hundreds of thousands of dollars in licensing and maintenance costs by modifying software to support finance as well as HR.

## Professional Experience

**Internal Human Resources Roles**

2/2014 to 4/2023 Mitsubishi Logisnext Americas Inc.

***Manager, Compensation and Benefits; Manager, Human Resources Administration; HRIS Solutions Architect:***

The company is a forklift manufacturer, but also a total solutions provider, offering scalable products and services from material handling and automation to extensive fleet support. The company grew from about 800 to 1,800 employees over the period.

Led the compensation, benefits, and payroll functions. Led selection and implementation of a new Human Resource Information System. Developed and costed new exempt, salaried non-exempt, and hourly salary structures. Managed Executive Compensation program. Designed pie chart executive total compensation statements.

Developed and supported human resources systems applications, including front-end screens and search tools for our HRIS using MS Access, Visual Basic for Applications (VBA), and SQL. Built external interfaces to third parties, including vendors and SuccessFactors Employee Central. Created a searchable repository in SharePoint of historical data and image files downloaded from the company's legacy HR Systems, including, the categories of compensation, benefits, talent management, onboarding, workflow, and pay history.

Developed new pay structures for both salaried and hourly employees and modeled the projected cost of the structures. Developed a method to graduate increases to plant employees that were below minimums for their new structure.

1997-1998 Enron Corporation

***Manager, Qualified Benefit Pl*ans (Corporate Office):** Responsible for overall management of the company’s defined benefit and defined contribution plans through a staff of ten. Effected departmental reorganization. Developed automated tools to support non-discrimination testing and process vested terminations. Led major project to improve accuracy of data in the pension administration system.

1995-1997 Phelps Dodge Corporation

Phelps Dodge Corporation (now merged with Freeport McMoRan) was a Fortune 500 international corporation that was one of the world's largest producers of copper. The company's 1996 revenues exceeded $3.7 billion, and it employed more than 16,000 across 26 countries.

***Manager, Compensation/Benefits & HR Systems; Manager, Benefits Planning & HR Systems:*** Managed large projects including the vendor selection phase of an $18,000,000 HRMS project. Developed project plans, budget, and organized steering and working teams for the HRMS project and for a large 401(k) vendor search project. Designed and developed systems to support compensation administration. Designed and developed systems to support administration in areas of executive compensation, issues and projects tracking, and government filing status and ERISA compliance. Designed functionality for a new pension administration database application. Plans included defined benefits and defined contrition plans. Several union pension plans, and overseas plans.

**Consulting Roles**

6/2013 to 11/2013 Air Liquide USA LLC (via Insight Global)

***HRIS Project/Operations Manager*** and ***Benefits Project Manager:*** Managed open enrollment and Stock Purchase Plan projects and testing HRIS enhancements. Developed an automated MS Excel application to support union negotiations.

10/2012 – 5/2013 maxIT-VCS (an SAIC company, now named Leidos)

***Senior Consultant:*** Assisted a health care client with implementation of Oracle PeopleSoft ERP module supporting automated benefits administration including open enrollment and life event processing.

2/2012-7/2012 Enbridge Inc. (via Icon Information Consultants)

***Consultant:*** Served as business analyst and a compensation subject matter expert supporting an Oracle PeopleSoft ERP implementation for Canada and the United States

12/2009-6/2011 Resources Global Professionals

***Consultant:***  Supported clients in the areas of contractor management, succession planning, and IT consulting supporting the supply chain management function for clients in the energy and construction sectors. The company has been renamed as RGP

Mark’s clients included Rockwater Energy Solutions, Spectra Energy Corporation (later acquired by Enbridge Inc.), Core Laboratories N. V., and BP p.l.c.

1998-2009 BearingPoint, Inc. / KPMG Consulting / KPMG LLP

***Manager / Senior Consultant:*** Designed remuneration programs and HR policies. Improved compensation administration processes. Designed and implemented HR shared service/call centers; supported HR system selection, development, and implementation; Human Resources and Payroll benchmarking; and HR/Payroll administrative process design and outsourcing.

Mark's clients while at KPMG LLP / KMPG Consulting, Inc./ BearingPoint, Inc. included the following:

Motorola, Inc. McDermott International, Inc. Chevron Corporation
FMC Corporation Bechtel Jacobs Company LLC 7-Eleven, Inc.
J. B. Hunt Transport Services, Inc. Hyundai Motor Company YUM Brands, Inc.
J. C. Penney Company, Inc. Banc One Corporation FedEx Corporation
USDA Forest Service Wyndham Hotels and Resorts, Inc. Symcor, Inc.

## Business Skills and Experience Summary

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| Industries:  | Manufacturing, Energy, Natural Resources, Transportation, |
|   | Health Care Management, Financial Services, Lodging, Retail, Public Contract Administration, E-Commerce, Consulting, Federal Government  |
| Process Improvement:  | Compensation, Benefits, Payroll, Supply Chain, Communications  |
| Project Management:  | HRMS/HRIS, Benefits, Systems Selection and Implementation  |
| Business Analysis  | Employee Benefits, Compensation, Payroll |
| Systems Development/Selection:  | Compensation, Employee Benefits, HRMS/HRIS  |
| Specialty Software Implementation:  | Employee Benefits, Sales Incentive and General Compensation  |
| HRIS Systems Experience: | ABRA, PDS, Oracle PeopleSoft, UKG, SuccessFactors Employee Central, Paycom |

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| **Technical Skills** Software   |   |   | Proficiency  |
| Personal productivity: MS PowerPoint 2016  |   |   | Medium  |
|  MS Access 2016/07/03, Excel 2016  |   |   | Advanced  |
|  MS Word 2016  |   |   | High  |

Programming Skills: SQL, MS Visual Basic for Applications (VBA) High

### Education

B.A. (Mathematics) University of Oklahoma, Norman

Global Leadership Certificate American Graduate School of International Mgmt. (Thunderbird), Phoenix, AZ

### Certifications and Professional Associations

Certified Employee Benefits Specialist Wharton School, University of Pennsylvania

Fellow, ISCEBS International Society of Certified Employee Benefit Specialists

### Professional Volunteerism

Have been an officer of the Houston Chapter of the International Society of Certified Employee Benefit Specialists since January 2020. Serving as President for 2023.