

# MICHAEL SU,

## CHRP, CCP CANDIDATE

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### COMPENSATION MANAGER

Driven human resources certified graduate and Certified Human Resources Professional (CHRP) with knowledge and understanding of compensation, organizational design and effectiveness, policy interpretation, training and development, legislation, internal changes, and talent acquisition. Seeking a position as a Compensation Manager to support the efficient operations of the Human Resources department by coordinating and delivering expertise on compensation activities. Client-centric problem-solver with a polished Excel skillset to provide dynamic modeling, analysis, and data-driven recommendations. Pursuing professional development through planning and execution of compensation programs streamlined to business needs and strategies. Comfortable working autonomously with minimum supervision in fast-paced environments as well as within a diverse team environment. Deeply analytical, detail-oriented self-starter with excellent oral and written communication, interpersonal and presentation skills.

### SELECTED HIGHLIGHTS

- Managed the sales compensation program: duties included compensation recommendations, plan evaluation, analytics, design, implementation, communication, training, process improvement, and administration.
- Created costing models for senior management to support data-driven decision-making.
- Created market review analysis to provide observations and compensation recommendations to various lines of businesses in order to review and evaluate internal equity and market competitiveness.
- Conducted in-depth job analysis and evaluation of organizational structures and roles to assess and determine appropriate job levels across multiple lines of business, functional areas, and various employee groups.
- Conducted job evaluation activities to support pricing and administration of pay decisions.
- Coordinated end-to-end compensation survey cycle including the creation of job match toolkits, audit of job matches, partnership with HRBPs, upload of survey data into compensation systems, and analysis of market data.
- Managed the year-end merit increase and short-term incentive cycle for all sales, non-sales, and executive staff.
- Created many tools on excel to motivate sales population by simplifying commission plans and usage of what-if scenarios.
- Created turnover reports with dynamic filters to inform sales compensation design decisions.
- Contributed to the redesign of sales compensation program by providing analytics and models for proposed scenarios, current program versus future program total compensation comparisons, as well as gap and variance analysis.
- Conducted analysis for salary recommendations to assess and maintain internal and external equity.
- Participated in senior management discussions in the design of new sales compensation programs and approval/go ahead process with executives.
- Provided preliminary compensation recommendations for compensation reviews, retention, promotion, and out of cycle increases through modeling analysis with internal data and external market data.

### CORE COMPETENCIES

- |                              |                        |                             |
|------------------------------|------------------------|-----------------------------|
| ▪ Broad-based Compensation   | ▪ Sales Compensation   | ▪ Bonus Design              |
| ▪ Job Evaluation (Hay Group) | ▪ Modeling & Analytics | ▪ Training & Communications |
| ▪ Microsoft Excel            | ▪ Policies/Procedures  | ▪ Salary Structure Design   |

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## PROFESSIONAL EXPERIENCE

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### **Gallagher ✦ Toronto, Ontario ✦ November 2020 – Present** **Senior Compensation Analyst**

- Completed projects for various clients across many sectors and industries, including:
  - Job evaluation
  - Market review
  - Custom survey and analysis
  - Salary structure design and costing
  - Pay equity
  - Executive and Board of Directors market review

### **Hays Specialist Recruitment Canada ✦ Toronto, Ontario ✦ November 2018 – November 2020** **Sales Compensation Specialist**

- Managed the sales compensation program: duties included compensation recommendations, plan evaluation, analytics, design, implementation, communication, training, process improvement, and administration.
- Created costing models for senior management to support data-driven decision-making.
- Managed the year-end merit increase and short-term incentive cycle for all sales, non-sales, and executive staff.
- Project managed target setting cycle for all lines of businesses.
- Trusted compensation advisor to senior management and managers.
- Partnered with developer to streamline commission tool and manager self-serve HR tool.
- Created many tools with excel to motivate sales population by simplifying commission plans and usage of what-if scenarios.
- Demystified compensation for all employee groups.
- Proposed compensation projects (proposed, recommended, planned, modelled):
  - Bonus program for sales force to create the desired business drivers.
  - Compensation redesign for corporate staff, including, job analysis, creation of an in-house job evaluation tool, job evaluation, job worth hierarchy, job levels, benchmark roles, market analysis, pay ranges, models, gap and variance analysis, cost analysis, implementation.

### **Allstate Insurance Company of Canada ✦ Markham, Ontario ✦ October 2017 – November 2018** **Sales Compensation Analyst**

- First point of contact for all sales compensation program related inquiries, including: quarterly bonus, monthly bonus, commissions, and calculations.
- Contributed to the redesign of sales compensation program by providing analytics and models for proposed scenarios, current program versus future program total compensation comparisons, as well as gap and variance analysis.
- Presented sales compensation program overview to sales directors, managers, HRBPs, and sales agents.
- Participated in market surveys for sales population and analyzed results for the revision and redesign of sales programs.
- Created PowerPoint presentations for revisions and redesign of sales compensation programs.
- Conducted analysis for salary recommendations to assess and maintain internal and external equity.
- Reviewed and recommended changes to merit increases to maintain internal equity and pay for performance philosophy.
- Participated in senior management discussions in the design of new sales compensation programs and approval/go ahead process with executives.
- Created turnover reports with dynamic filters to inform sales compensation design decisions.

**BMO Financial Group ✦ Toronto, Ontario ✦ March 2017 – October 2017**  
**Compensation Analyst**

- Coordinated end-to-end compensation survey cycle including the creation of job match toolkits, audit of job matches, partnership with HRBPs, and upload of survey data into compensation systems. (Hay Group, Willis Towers Watson, McLagan)
- Provided preliminary compensation recommendations for compensation reviews, retention, promotions, and out-of-cycle increases through modeling analysis with internal data and external market data.
- Created market review analysis to provide observations and compensation recommendations to various lines of businesses in order to review and evaluate internal equity and market competitiveness.
- Created cost models to move employees within salary scale according to business needs.
- Assisted in the design of equity and variable pay programs for international business groups.
- Participated in budget and forecasting surveys to gather regional salary increase information to support management in establishing salary increase rates.

**CIBC ✦ Toronto, Ontario ✦ July 2016 – March 2017 (Contract)**  
**Senior Analyst, Job Evaluation**

- Conducted in-depth job analysis and evaluation of organizational structures and roles to assess and determine appropriate job levels across multiple lines of business, functional areas, and various employee groups.
- Prepared, tracked, filed, and maintained confidential documents on job evaluation, complaints and related matters.
- Assisted with the gathering of information and preparation of confidential material for job evaluation processes (e.g. Job Evaluation Forum, business calls, related governance matters)
- Performed job analysis and job evaluation using Hay Methodology, standard tools and processes including established benchmark jobs, comparator roles and other references to ensure consistency in evaluation decision and approach.
- Supported organization design projects where job evaluation review and documentation is critical for the successful implementation of the project.
- Maintained job evaluation documentation, tracking and reporting tools to increase operational efficiency and to provide easy access to job evaluation and job code information.
- Researched internal data and market data to construct job descriptions for emerging or revised roles.
- Supported ad-hoc projects as it relates to governance and controls.
- Managed enterprise job description repository.
- Supported the sustainment of enterprise job codes.
- Collaborated with HR and Analytics Partners in reporting and analytics.
- Optimized report generation.

**Tangerine ✦ Toronto, Ontario ✦ May 2015 – June 2016 (Contract)**  
**Total Rewards Coordinator**

- Conducted job evaluations to support salary recommendations and administration of pay decisions.
- Assisted in the development of an internal compensation framework and related communications, education materials, and implementation of program and processes.
- Assisted with the preparation of compensation cost analysis after base salary review.
- Performed variance analysis to identify salary discrepancies.
- Performed gap analysis to determine cost of base salary adjustments.
- Assisted with the calculation and implementation of salary adjustments.
- Tracked and maintained job evaluation databases to ensure accuracy and data integrity.
- Performed Business Acceptance Testing and Product Acceptance Testing for Total Rewards Statement.
- Revised organizational charts to reflect accurate departmental structures using Visio.
- Supported year-end activities including bonus calculations, merit increase and total reward statements.
- Assisted with employment equity maintenance by assigning National Occupational Classification (NOC) codes to occupations.

- Collected, compiled, and prepared information for reports regarding confidential matters.
- Generated ad hoc reports for span of control and clarification of data integrity issues.
- Participated in market research, compensation surveys and compensation market analysis using Mercer tools.
- Updated job descriptions to reflect changes in responsibilities and requirements.
- Recommended when jobs should be re-evaluated and reclassified to accurately reflect new accountabilities.
- Assisted in the creation of a job evaluation tracking tool.
- Assisted in the development of a year-end bonus calculator.
- Participated in creating succession planning templates.
- Sourced a pool of candidates in partnership with JVS Toronto's job bank while aiding Syrian refugees explore employment opportunities.

**The Giles School & Live Mic Studios ✦ Toronto, Ontario ✦ 2005 – July 2015**  
**Music Education and Performance Roles**

**EDUCATION**

**Seneca College, Toronto, Ontario: 2015**

*Post-Graduate Certificate – Human Resources Management*

- Clubs/Activities: Human Resources Student Association member, HRSA Case Competition finalist

**York University, Toronto, Ontario: 2012**

*Bachelor of Fine Arts, Honours – Music*

- Clubs/Activities: Committee member – York Chinese Christian Fellowship, Tenor in Dido and Aeneas (cross-department opera production)

**ADDITIONAL CREDENTIALS**

<b>TECHNICAL SKILLS</b>	Microsoft Office- Excel (Advanced Formulas, VLOOKUP, Index & Match, Pivot Table, Macros, Graphs, If-statements (nested), Array formulas), Word, Outlook, PowerPoint, Visio, HRIS (Super-HR, ADP, VIP), WSIB, Research (Proficient with search engines), Job Evaluation (Hay Group Methodology)
<b>AFFILIATIONS</b>	Human Resources Professionals Association, WorldatWork, GTA Rewards
<b>INTEREST/ACTIVITIES</b>	Excel, singing, songwriting, playing music, photography, snowboarding, fishing, badminton, tennis, programming (beginner), dogs, and new experiences.