

Melissa M. DeVore, SHRM-SCP, SPHR

PROFESSIONAL EXPERIENCE

11/15/2021 to Present

Employer: INTUITIVE Research and Technology Corporation

Position: Senior Vice President of Employee Experience

Experience & Responsibilities:

Serves as the Senior Vice President of Employee Experience. Responsible for ensuring continued focus on employee experience, mentorship of our HR functions, and ensuring and helping the company prepare for successful transitions in the future. Leads efforts to connect solidly up and down the organization chain, to engender trust and build relationships, and partners with INTUITIVE's leadership across the board. Develops programs for enabling employee growth, providing our customers with outstanding solutions and support.

10/2018 to 11/2021

Employer: SEA Wire and Cable, Inc.

Position: Director of Human Resources

Experience & Responsibilities:

Serves as a member of the Executive Team. Oversight and direct engagement in all aspects of the Human Resources functions. Aligns the direction, services, and innovations of Human Resources with the direction, growth, and strategy of SEA Wire and Cable.

01/2020 to Present

Employer: University of Alabama at Huntsville (UAH)

Position: Part-time Adjunct Instructor

Experience & Responsibilities:

College Instructor in the Department of Management, Marketing and Information Systems. Specializing in Human Resources and Business Management courses.

06/2016 to 10/2018

Employer: HudsonAlpha Institute for Biotechnology

Position: Vice President for Human Resources

Experience & Responsibilities:

Serves as a key member of the Senior Executive Leadership Team. Oversight and direct engagement in employee administration, employee relations, talent management, and performance management. Aligns the direction, services, and innovations of the Human Resources department with the direction and strategies of HudsonAlpha.

01/2015 to 06/2016

Employer: ALOG Corporation

Position: Director of Human Resources

Experience & Responsibilities:

Development and implementation of corporate human resource strategy for the company. Worked directly with company management communicating information about policies, procedures and practices on employee relations. Direct responsibility for compliance (including employment and labor laws; OSHA, OFCCP and EEOC regulations), talent acquisition, employee training, employee relations (including labor union relations), compensation, and benefits. A member of the company leadership team providing coaching, mentoring and development at all levels of the company. Responsible for compliance with government regulations and requirements under the National Industrial Security Program Operating Manual (NISPOM). Oversee personnel security

07/2001 to 12/2014

clearances, facility security clearance, and enforce security practices and procedures.

Employer: QinetiQ North America, Inc, (acquired by Vencore, Inc.)

Position: Director of Human Resources, Corporate Benefits and Compensation

Experience & Responsibilities:

Development and implementation of corporate strategy for company benefit programs and compensation. Responsible for the management of the company compensation program, including the merit review process, the annual evaluation of the plan, and recommending changes to the compensation plan based on market survey information. Responsible for managing employee benefits such as 401(k), including testing and audits; 409(a); long-term and short-term incentives; medical/dental/vision insurance administration, resolving issues, and open enrollment; ERISA, COBRA, and HIPAA compliance; short-term and long-term disability insurance administration; flexible spending account administration; and management of the Rewards & Recognition Program. Accomplishments: Designed and Implemented a Company Compensation Plan and Implemented a Rewards & Recognition Program. Lead numerous internal projects for career families in the competency center model, managing the performance review cycle to one common review date across the company. Lead integration teams for compensation, benefits, and the HRIS during mergers and acquisitions. Functional and business process lead for HRIS (Workday). Implemented an on-line benefit enrollment system with automated data integration to vendors and payroll system.

EDUCATION

University of Phoenix, Masters – Organizational Development

University of New Mexico – Bachelor of Business Administration, Human Resource Management

University of New Mexico - Bachelor of Business Administration, General Management

Certifications:

Society for Human Resource Management Senior Certified Professional (SHRM-SCP)

HRCI – Certified Senior Professional in Human Resources (SPHR)

ADDITIONAL KNOWLEDGE/SYSTEMS SUPPORTED

Performed as a Project Lead for the following initiatives:
Consolidation of benefit and compensation plans for 15 legacy companies
On-line Benefit Enrollment System (HRinTouch)
Development of a company-wide Compensation Management System
On-line Performance Management and Merit System
Human Capital Management System (Workday)
Human Resource Information System (Namely)
Successful Labor Negotiations
Speaking engagements with college SHRM chapters, 2019 SHRM State of the Workplace national panelist, SHRM Volunteer Leaders' Summit

MEMBERSHIP/ENROLLMENTS

Member of Society of Human Resource Management (SHRM)
NM SHRM State Council – held numerous positions, including Vice President of Membership and Co-Chair of the NM State Conference
Human Resource Management Association of NM (HRMA) Albuquerque Chapter – Held numerous Board positions, including President
AL SHRM State Council – Served as the State Director
AL SHRM State Council – Several years as Co-Chair of the AL State Conference
North Alabama SHRM Chapter (NASHRM) - Previously the Vice President of Programs and President. Currently Chamber Liaison