

ELENA V. MIKHAYLOV

CPC, ELI-MP, SPHR

Mobile: 415-715-9896
Address: San Francisco, CA

Email: hello@propellerlab.com
LinkedIn: <https://www.linkedin.com/in/elenavmikhaylov>

PROFESSIONAL SUMMARY

Global Human Capital Leader, Executive Coach and a strategic thought partner with high energy, drive for results and focus on accountability and meeting business objectives, as well as continued development and empowerment of high-performing teams. 18+ years of progressive leadership experience with demonstrated track record of developing effective relationships across all levels of the organization and supporting and scaling diverse global high-growth client groups.

SKILLS AND EXPERTISE

STRATEGY: Global Strategic Human Capital Management; Agile HR Model; M&A Planning, Due Diligence, Integration Planning and Implementation; Organizational Planning and Design; Succession Planning and Career-Pathing; Employee Engagement; Change Management; Employee Communication; Organizational Scaling; HRIS Design and Implementation.

EXECUTIVE COACHING: Executive Coaching; Individual and Group Coaching, Leadership Development and Team-Building; Corporate Coaching, Goal Development, Operational and Growth Strategy Development; Values, Mission, Vision and Culture Definition, Development and Shifts.

ORGANIZATIONAL DEVELOPMENT & TRAINING: Talent Assessment and Skill Gap Analysis; Training Program Development and Implementation; Training ROI Responsibility; Employee Mentoring and Counseling.

RECRUITING: Full Cycle Recruitment; Recruiting Strategy and Employer Branding; Recruiting Process Development and Management; ATS Selection, Implementation and Administration.

PERFORMANCE MANAGEMENT: Performance Management Program Design, Implementation and Administration.

COMPLIANCE: Federal, State, Local and International Employment Law Compliance and Best Practices.

EMPLOYEE RELATIONS: Incident Investigation, Conflict, Dispute and Grievance Resolution; EEOC and EDD Claim Resolution.

TOTAL REWARDS: Global Compensation Framework, Salary and Variable Compensation Structure Design and Implementation; Total Rewards Planning and Management; Health and Wellness Programs.

HR ADMINISTRATION & EMPLOYMENT LIFECYCLE SUPPORT: HR Programs, Policies and Procedures Design and Implementation; SOX Compliance; Onboarding and Orientation Programs; Payroll Administration; Leaves of Absence Management.

PROFESSIONAL HISTORY

EXECUTIVE COACH AND GLOBAL HUMAN CAPITAL ADVISOR

May 2013 – Present

PROPELLER LAB ■ SAN FRANCISCO, CA

Executive Coach and Strategic Human Capital Advisor to emerging and maturing organizations. Clients include Roblox, Engineerus, Orbital Insight, Sales Analytics, Inc., Ascend Rehab Services, Inc., AddForce, Inc. and others.

Key Business-Impacting Contributions Include:

- Developed and implemented highly personalized HR Infrastructure for clients that resulted in reduced legal risk, compliance with applicable multi-State and Federal Labor Laws, effective performance management, clear guidance for employees on policies and procedures, and appropriate and well-received benefits and compensation structure.
- Advised on Human Capital strategy that resulted in increased bench strength, alignment of corporate goals and objectives with the HR initiatives, development of succession planning and career-pathing, increased individual and team performance and engagement, and effectively scaled company growth.
- Empowered accomplished and new business executives to improve their leadership and influencing abilities, find work-life balance, and take their careers to the next level.

- Inspired companies to improve their bottom lines and solve their most pressing business challenges by helping clients define goals, develop creative solutions to problems, and more effectively manage operational and growth initiatives.

HEAD OF PEOPLE OPERATIONS

November 2015 – July 2016

BANJO, INC. ▪ REDWOOD CITY, CA

Head of People Operations and Talent Acquisition for one of the fastest growing companies in the geo-location space. Funded by Softbank, Balderton Capital and BlueRun Ventures. Member of the Executive Team reporting to the CEO.

Key Business-Impacting Contributions Include:

- Revamped recruitment process shifting focus from skills only to competency-based candidate selection philosophy, and implemented applicant management process that resulted in shortening time to offer by an average of 11 days.
- Created onboarding program structure and curriculum to help new hires successfully assimilate to Banjo culture and working environment.
- Improved performance review process to incorporate constructive feedback on completed and ongoing projects, provide recognition for achieved milestones, as well as align employees with their functional competencies and company mission, vision and goals.
- Coached managers on effective communication techniques, addressing challenging employee issues, individual and team performance management, onboarding and exit procedures.

GLOBAL TALENT DIRECTOR

May 2014 – April 2015

GLOBAL HEAD OF HUMAN CAPITAL CHAPTER

HANSOFT NORTH AMERICA, INC. ▪ SAN FRANCISCO, CA

Global Head of Human Capital (HR and Talent Acquisition) at one of the world's leading Software Development Life Cycle Management companies, with global customers in the gaming, telecommunications, electronics and aerospace industries. Funded by Creandum and Hasso Plattner Ventures. Member of the Executive Team reporting to the President and CEO (Sweden).

Key Business-Impacting Contributions Include:

- Launched Japan market and expanded into US market (HR Infrastructure, Talent Acquisition, Operations and Administration), as well as supported company growth in Sweden.
- Responsible for global (US, Sweden and Japan) headcount growth by approximately 33%.
- Promoted a positive shift within the company culture through employee engagement, team-building activities, open communication channels, and advocating for employee training and development programs; thus, resulting in a decrease in the annual employee voluntary turnover rate from 9% to less than 2%.
- Carried out reorganization process and advised executive team on change management and employee communication plan for the departing and remaining employees.

DIRECTOR OF HUMAN RESOURCES

August 2013 – May 2014

ROBLOX CORPORATION ▪ SAN MATEO, CA

Interim Head of HR for the #1 comScore rated youth entertainment sites in the U.S with over 3.5 billion page views and 62 million total engagement hours. Funded by First Round Capital and Altos Ventures. Member of the Executive Team reporting to the CEO.

Key Business-Impacting Contributions Include:

- Originated and took active part in employer branding development and brand recognition initiatives.
- Designed and implemented employee opinion survey and oversaw management action plan to address areas of improvement.

SENIOR DIRECTOR OF HUMAN RESOURCES

June 2012 – April 2013

SPEEDDATE, INC./MIXR, INC. ▪ SAN FRANCISCO, CA

Head of HR and Talent Acquisition for one of the world's largest online dating companies with over 22M members, and a web, Facebook and mobile application publisher. Funded by Menlo Ventures. Member of the Executive Team reporting to the CEO.

Key Business-Impacting Contributions Include:

- Worked closely with the management team to ensure successful acquisition of the SpeedDate division of the company by its largest competitor Match.com.
- Facilitated seamless transition of key SpeedDate employees to the new employer and assisted with Mixr, Inc. company closure.

HR MANAGER / STRATEGIC HR BUSINESS PARTNER**November 2010 – May 2012****IGT INTERACTIVE, INC. ▪ SAN FRANCISCO, CA**

Strategic HR leader for Interactive Division of a global gaming company specializing in the design, manufacturing, and marketing of electronic gaming equipment and systems products. Member of the Interactive Division Executive Team supporting 380+ global employees and contractors, and reporting to the EVP of Interactive (US) and Sr. Director, Global HRBP IGT Corporate (UK).

Key Business-Impacting Contributions Include:

- Participated in M&A due diligence efforts during Entraction and Double-Down acquisitions, as well as ensured successful new employee onboarding and integration with the corporate culture.
- Led M&A due diligence efforts for smaller acquisitions that included assessment of resources for the right cultural fit, compensation structure evaluation, alignment of job titles, leveling, leadership and key employee retention planning.
- Implemented corporate performance management program and provided training and coaching to the global teams.
- Collaborated with the corporate Organizational Development and Learning team on Emergenetics, leadership development training and company product and technology education initiatives.
- Key contributor in delivering global corporate compensation framework and titling convention.
- Rolled out corporate annual employee opinion survey for the Interactive division and oversaw management action Plan to address areas of improvement.
- Effectively implemented corporate succession planning initiative for the Interactive division.

SENIOR DIRECTOR OF HUMAN RESOURCES**July 2006 – November 2010****RELIANCE GLOBALCOM SERVICES, INC. ▪ SAN FRANCISCO, CA**

Head of HR and Talent Acquisition for 350+ employee US subsidiary in high-growth, global technology telecommunications industry. Member of the US Executive Team reporting to the CEO (US) and Chief HR Officer, Reliance Globalcom Corporate (India).

Key Business-Impacting Contributions Include:

- Integral in positioning Yipes for strategic merger with one of the largest Indian conglomerates, Reliance Globalcom.
- Led post-merger integration planning and execution of disparate US subsidiaries; managed employee communication and change management process, talent assessment, retention of key employees and separation of redundant staff.
- Responsible for building and fully integrating consolidated global HR organization during the post-merger period.
- Lead SAP HRIS design and planning initiatives and successfully completed Reliance Globalcom SAP HRIS global integration project.
- Successfully resolved complex EEOC claims and other employee disputes and grievances.

REGIONAL/DIVISIONAL HUMAN RESOURCES MANAGER**July 2005 – May 2006****CLEAR CHANNEL ENTERTAINMENT/LIVE NATION, INC. ▪ SAN FRANCISCO, CA**

HR Business Partner to all internal clients within multiple divisions comprised of approximately 3,000 full time and 18,000 part time employees nationwide.

HUMAN RESOURCES MANAGER**August 2001 – June 2005****LEGALMATCH, INC. ▪ SAN FRANCISCO, CA**

Founder and manager of a successful Human Resources department that supported bi-coastal company operations with monthly revenue growth from \$50K to \$1.2M and employee population growth from 20 to 150 people.

FINANCIAL ANALYST**July 1999 – August 2000****AOC / EKA CHEMICALS, AKZO NOBEL ▪ SAN FRANCISCO, CA ▪ ATLANTA, GA**

EDUCATION AND CERTIFICATIONS**Certified Professional Coach (CPC), Energy Leadership Index Master Practitioner (ELI-MP)****iPEC Coaching – Accredited by ICF (International Coach Federation)****Senior Professional in Human Resources Certification (SPHR)****Human Resources Certificate Institute****Human Resources Management Certification (HRM)****Cornell University, School of Industrial and Labor Relations****BA in Economics and Accounting****Claremont McKenna College**