

# STEPHEN HUNTER

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**Human Resources Executive** with 15+ years of experience supporting senior leaders, management, and employees. Proven success in providing strategic direction for change and growth within fast paced, complex organizations. Expertise in organizational design, change management, succession planning, and the recruitment & retention of top talent. Extensive experience recruiting, staffing, and on-boarding employees. Proven track record handling complex employee relations issues, mitigating risk, protecting the company, and shaping employee culture.

## EXPERIENCE

Paramount (f.k.a. ViacomCBS)

**Vice President, Human Resources**

*New York, NY*

*May 2017 – October 2024*

- Human Resources Business Partner to the Company's Business and Legal Affairs, Corporate Legal, and U.S. Networks Distribution departments.
- Strategic HR advisor to senior leaders. Responsible for org design, leadership development, employee engagement, compensation planning, contract negotiation, and performance management for 900+ employees
- Implemented diversity and inclusion programs within client groups: training programs; promotional & hiring processes; design and implementation of compensation transparency & equity policies
- Provided employee relations advice, conflict resolution, performance improvement plans, and policy administrative - proactively anticipating issues to mitigate risk, and to support the overall health of client groups.
- Utilized HR metrics and employee data to identify trends and recommend solutions to improve organizational design, performance standards, compensation leveling, role clarity, pay transparency, productivity, and employee retention.
- Led the HR integration for Pluto TV – which was acquired by Viacom in March 2019

John Hardy – *an L Catterton portfolio company*

**Vice President, Global Human Resources**

*New York, NY*

*September 2015 – September 2016*

- Global responsibility for all aspects of the Human Resources function: talent acquisition, performance management, employee development, compensation & benefits, HRIS, employee relations, compliance, and cultural programs
- Reported to the CEO; Directed local HR teams in the New York, Bangkok, Hong Kong, and Bali offices.
- Provided direction and guidance to the local HR departments on all functional and strategic HR issues
- Served as a trusted advisor and business partner to the executive leadership team, private equity partners, and commercial & functional leaders
- Preserved the rich heritage of John Hardy's culture while building an employee experience that is elevated

- Developed a broad-based compensation, rewards, benefits strategy for the 1,200+ global employee population (4 countries)
- Oversight of an organizational design, and lean manufacturing improvement project at the Bali facility
- Responsible for sourcing, hiring, on-boarding, and developing John Hardy's executive & senior management team, ensuring that the Company has the leadership capable of delivering the strategic growth agenda.
- Conducted an audit of our benefits broker services and contract, resulting in an RFP process, a Broker of Record change, and a renewal of all health and welfare plans for US employees
- As Chair of the Investment Committee, managed the change of John Hardy's 401(k) Plan Third Party Advisor.
- Lead the development of new performance management processes and systems, ensuring a focus on business goals, development of employee capabilities & career paths, and alignment with rewards programs.
- Managed a project team focused on sourcing, interviewing, and staffing our new, owned retail stores in Houston, and New York
- Partnered with legal counsel to manage all visa & immigration cases, and complex employee relations issues
- Traveled quarterly to John Hardy's Hong Kong, Bangkok and Bali locations, providing on-the-ground HR leadership

*StriVectin – an L Catterton portfolio company*

**Executive Director, Human Resources**

*New York, NY*

*June 2013 – September 2015*

- Responsible for all Human Resources functions at StriVectin and NIA 24; Managed 2 direct reports
- Full responsibility for company-wide recruitment and talent acquisition: corporate and field positions
- Responsible for the creation, implementation, communication, and management of all HR programs and policies
- Managed all aspects of employee training & development initiatives, and the annual performance management process
- Identified, evaluated, and resolved employee relations issues, work performance, and organizational productivity concerns
- As a member of the company's Investment Committee, served as a key decision maker and oversaw the change of the company's 401(k) plan administrator, ultimately providing employees with better investment funds and lower fees
- Conducted annual reviews of the company's benefit offerings and partnered with the Company's benefits broker to secure plan renewals
- Organized and planned company sponsored team building, employee development, and social events
- Conducted new hire orientation meetings and ensured all new employees had a thorough functional on-boarding
- Served as HR business partner to all business unit and department heads for strategic planning and performance management.
- Managed HR department budget, staffing & strategic growth plan, and the annual salary & bonus review process
- Designed a flexible work program resulting in improved employee retention, morale, and company culture

**MAKE UP FOR EVER / LVMH**

**Director of Human Resources**

*New York, NY*

*May 2009 – February 2013*

- Served as Head of Human Resources. Responsible for all HR functions for Make Up For Ever - Americas (US, Canada, Mexico & Brazil).
- Full responsibility for company-wide recruitment and talent acquisition: corporate, field, and retail.
- Set the strategy and designed the organizational structure for the Company's rapid growth from ~30 to 125+ employees
- Traveled to head office in Paris to work on global employee on-boarding and employee branding initiatives
- Opened 8 retail locations in the US and Canada (recruiting, hiring, and on-boarding of Management & Sales Staff)
- Handled buyout of our third-party agent operating our business in Canada; operational integration, hiring of the employees, and the set-up of all HR programs and policies in Canada (benefits, payroll, and org structure)
- Worked directly with the General Manager, Americas on organizational development and to set the strategic direction of the business. Designed and implemented significant org design changes to support the business' increasing complexity and rapid growth
- Responsible for the creation, implementation, communication, and management of all HR programs and policies
- Managed every aspect of employee development initiatives, and the annual performance management process
- Designed and rolled out 3 separate on-boarding programs for new hires: corporate, field, and retail
- Implemented a 90-day review process for new hires and a mid-year review process for all employees
- Responsible for the annual and on-going management of the HR Budget, staffing plan, and the 3-year strategic planning process
- Conducted several executive development programs; organized and facilitated trainings for all employees
- Organized and facilitated employee development seminars at the Company's annual sales conferences
- In less than 3 years, the business grew from a 30M mono-channel business, to 140M+ multi-channel business. Initially products were sold exclusively in Sephora, the company then expanded to Store-in-Store concepts, Owned Retail, E-Comm, Professional Accounts, Wholesale, and QVC.

## Christian Dior Couture / LVMH

### **Human Resources Manager**

*New York, NY*

*January 2007 – May 2010*

- Served as an HR business partner and advisor to retail store managers for handling employee relations issues, and staffing optimization
- Traveled extensively throughout the US retail network during a period of downsizing and reduction of headcount. Prepared separation paperwork and conducted termination conversations
- Implemented a new web-based time and attendance system for the retail network; trained managers and staff on new system
- Extensive benefit plan administration and vendor relationship management: health and welfare, and 401(k)
- Handled employee relations issues; conducted investigations, exit interviews, and development conversations
- Launched an online training class for preventing workplace harassment; Organized an annual health and wellness fair
- Managed the calculation and payment of all commission and bonus payments; approved bi-weekly payroll
- Significantly increased 401(k) plan participation through education & training programs

## Polo Ralph Lauren

### **Human Resources Coordinator**

*November 2002 – December 2005*

*New York, NY*

- Provided guidance to managers on employee relations issues and performance management
- Worked with division managers and the staffing department to assess and address staffing needs
- Wrote performance warnings: coached managers on delivery, development, and goal setting
- Maintained calendars, scheduled meetings, and provided support for two VPs of HR
- Managed team of 6 receptionists for 2 NY office locations: hiring, performance management, scheduling
- Worked closely with VPs of HR to create org charts & proposals for succession planning
- Partnered with the legal department on fair employment issues, and complex terminations

## EDUCATION

Columbia University - Teachers College

### **Master of Arts - Organizational Psychology**

*New York, NY*

Boston College - Wallace E. Carroll School of Management

### **Bachelor of Science: Human Resource Management**

#### **Minor: Art History**

*Chestnut Hill, MA*

Semester Abroad Art History Program: Syracuse University in Florence, Italy

## VOLUNTEER

Orange County Land Trust

### **Member, Board of Directors**

*New Windsor, NY*

*February 2023 - Present*

[www.oclt.org](http://www.oclt.org)

## CERTIFICATIONS

Certified Trainer, Social Styles - Tracom <https://tracom.com/social-style-training>