

Steven Aguilar, M.A.

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## QUALIFICATIONS

Demonstrated achiever with exceptional knowledge of:

- Compensation
- Stock Administration
- HR Metrics and Analysis

Exception qualities in:

- Learning new concepts quickly
- Working well under pressure
- Communicating ideas clearly and effectively

Extensive training includes:

- SAS
- SPSS
- Cognos
- Excel
- Human Resources Information Systems (e.g. SAP)

## EDUCATION

### **Masters in Business Administration** (In Progress)

Pepperdine University, Malibu, CA

Deep knowledge in the following areas:

- Economics
- Accounting
- Quantitative Analysis
- Organizational Behavior
- Business Law

### **Masters in Industrial/Organization Psychology** (2003-2005)

California State University, Long Beach, Long Beach, CA

Graduated with a 4.0 GPA and experience with:

- Organizational interventions including role clarification, goal clarification and restructuring.
- Job analysis for the Starbuck's organization.
- Written and oral exams and structured interviews for various organizations.

Experiences with numerous statistical analyses including:

- t-tests
- Multiple linear regression
- Analysis of variance (ANOVA)
- Chi-squared analysis
- Alpha reliability analysis
- Item analysis
- Exploratory factor analysis.

### **Bachelor of Arts Degree in Psychology** (2001-2003)

San Diego State University, San Diego, CA

### **Associate of Arts Degree in Liberal Arts** (1998-2000)

Ventura College, Ventura, CA

## EMPLOYMENT

*October 2007-Present*

*Amgen Inc.*

*Executive Compensation/Stock Administration Manager*

### **Compensation**

- Participate in salary surveys and establish market pay comparison tools
- Recommend annual merit increase budgets
- Conduct ad-hoc analyses of internal and external inequities and recommend solutions
- Assess and recommend compensation package for new hires
- Conduct custom compensation surveys
- Conduct statistical analyses of compensation data.

### **Stock Administration**

- Manage the daily administration of the Company's worldwide stock-based compensation plans transactions, including stock option grants, restricted stock awards, option exercises, restricted stock vesting, terminations and cancellations, and withholding tax calculations
- Prepare written consents and obtain approval by management or compensation committee for grants of stock options or restricted stock awards for all new hires and special recommendations
- Work with management on a quarterly basis to prepare consents for company-wide stock grants
- Disqualifying disposition information throughout the year and reconcile year-end tax information with Payroll and provide appropriate tax information to all Plan participants maintain confidential stock administration records
- Keeping both electronic and hard copy records up to date
- Prepare reports regarding stock information and executive compensation for inclusion in Proxy Statement.

### **Project Management**

- Project planning
- Execution, strategies and streamlining process of large scale projects
- Work with key stakeholders to eliminate redundant efforts
- Drive accountability and improve processes
- Maximize the use of vendors to drive efficiency and reduce overall costs
- Drive accountability, move clerical tasks to vendors and streamline processes
- Experience handling large scale, high visibility projects with budgets of at least \$400,000 such as Total Rewards projects which include employee benefits, retirement and healthcare.

*July 2005-October 2007*

*Amgen Inc.*

*Human Resource Data Analysis Manager*

- Provide metrics, analyses, and employment research using all HR data for internal use on a scheduled and ad-hoc basis to clients including but not limited to: Legal, Finance, Senior HR Management and Executive Management.
- Preparation of EEO/AA compliance reports such as AAP, EEO-1, VETS-100.
- Consults and assists in the development of HR metrics dashboards in the areas of staffing, training and development, performance management and compensation.
- Perform corporate wide analyses of core HR business processes such as performance ratings and rewards and provide data analyses and support for EEO investigations and potential litigations.
- Participate in the investigations of HR related business problems including spans of control, internal promotions practices, site development based, HR data systems, quantitative analytics and the fact finding process in organizations.
- Coordinate with Business Information Systems and Human Resources to ensure accuracy of data.
- Identify and implement operational improvements to maintain data quality.
- Assists in the development of HR data warehouse to store and analyze human capital metrics.

*August 2004-June 2005*

*Hacienda La Puente Unified School District*

*Human Resource Analyst Intern*

- Assist in a variety of human resource administrative functions including job analysis, classification and compensation studies, test construction and other selection techniques, employee development and training.
- Perform statistical analysis using current computer based software.
- Assure the security of testing results and materials.