

CARA L. CREASON

Arvada, CO · 303-940-7238 · clcreason@msn.com

SUMMARY

Human Resources Professional working in the telecommunications, manufacturing and government contractor industries. Expertise in equity compensation, health and welfare benefits and retirement plans, with proven abilities in the merging of retirement plans and all aspects of equity compensation.

Professional Experience

Level 3 Communications, Inc., Broomfield, CO Equity Program Manager

2005 - 2012

- Developed and implemented equity programs as part of this telecom Company's total compensation package to ensure a competitive edge in this industry
- Administered the equity programs, including but not limited to the following:
 - Prepared monthly, quarterly and annual reports in order to provide accurate financial data on equity activity
 - Provided accurate reports on equity activity for all Section 16 officers to Legal to ensure timely filing of report to the Security and Exchange Commission
 - Prepared and worked with outside consultant on annual report on all stock activity in the United Kingdom to ensure timely and accurate filing
 - Developed a process to track and account for mobile employees between the United States and United Kingdom to ensure accurate tax withholding and reporting in compliance with the tax laws of each country, which reduced the chance of penalty
- Analyzed and prepared market data for top five executives and board of directors for the compensation committee's review which facilitated proposals for annual compensation for these groups
- Merged six acquired company 401K plans to ensure a smooth transition for the acquired employees

CoorsTek, Inc., Golden, CO Benefits and Compensation Manager

2000 - 2005

- Researched, implemented and administered Employee Stock Purchase Plan which provided employees access to company stock through payroll deductions
- Managed staff to assist plan participants with all aspects of the 401k and pension plans which increased participant understanding
- Provided plan participants with timely benefit calculations to ensure compliance with plan rules
- Developed a process to ensure deferred vested participants receive benefit statements in a timely manner in order to be in compliance with the plan rules
- Maintained plan documents and amendments in compliance with appropriate governmental regulations
- Managed staff to support health and welfare benefits and compensation programs for the entire organization to ensure employee and manager understanding of these programs
- Assist in the preparation and presentation of annual benefit changes to employees company-wide in order to communicate annual changes

- Researched, analyzed, prepared and presented market data annually for all hourly, non-exempt, exempt and executive positions, which included geographical differences, to ensure market competitiveness in this industry
- Administered Voluntary Deferred Compensation for Executives to assure compliance with this program

**ACX Technologies, Inc., Golden, CO
Legal Administrative Assistant**

1995 - 2000

- Prepared meeting materials for Board of Directors' meetings which facilitated efficient board meetings
- Coordinated Board of Directors' meetings and annual meetings to enhance productivity of these meetings
- Provided support for Proxy preparation to ensure accurate and timely filing to remain in compliance with the Security and Exchange Commission's regulations

EG&G Rocky Flats, Golden, CO

1981 - 1995

Misc. Titles

- Provided support in Human Resources, including hiring, reduction in force, personnel records and new hire orientation to facilitate the plant's mission
- Coordinated and organized document reproduction room during FBI investigation to ensure confidentiality of said documents
- Provided support to the General Manager, including responsibilities for plant-wide correspondence in order to maintain consistency
- Managed a team of eight Records Management Liaisons conducting a plant-wide records inventory which facilitated compliance with the Department of Energy directive for the inventory

Education

Bachelor of Science, Business Administration
Emphasis in Human Resources
Regis University, Denver, Colorado

Rocky Flats Leadership Academy
Golden, Colorado

Professional Development

Certified Equity Professional Level I and II
Santa Clara University

Technical Skills

Microsoft Office, Oracle/PeopleSoft, Equity Edge, Express Options, SQL

Affiliations

National Association of Stock Plan Professionals