

Siok Yen Tan

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EXECUTIVE SUMMARY

Experienced HR Lead with extensive experience in Talent Management, Tax compliance, Assignee and Vendor Management in the United States, Canada, and Singapore. Proven track record in continuous improvement and efficiency of program development while ensuring compliance and exceptional employee experience. Known for expertise on relocation benefits, immigration requirements, taxation, and tax equalization processes, consulting with management, and providing HR guidance on succession planning. Strength in creating an inclusive culture with strong communication and teamwork that benefits the entire organization.

KEY SKILLS

In-house global mobility policy	Policy governance	Global Relocation
Employee Cycle process	Assignment Costs	Stakeholder Management
Talent Management	Immigration and Tax	Financial Planning
Employee Engagement	Mergers and Acquisitions	Vendor Management

CORE COMPETENCIES

Employee Relations

- Consulted with management and provided guidance on workforce and succession planning for expats.
- Deployed change management interventions, including organization transformation to foster DE&I.
- Advocated for DE&I initiatives to ensure assignment opportunities are available for all employees.
- Conducted regular check-ins with overseas expats to maintain employee engagement and partner with talent acquisition to identify potential opportunities.
- Counseled project managers on all logistical setups before operational deployment.

Results:

- Managed the overseas rotation for the Technology Early Career Development Program for new associates, reducing attrition rates by 20%.
- Developed a succession planning matrix for rotating expats leading to sustained profitability and expansion into global markets.

Talent & Performance Management/Learning & Development

- Set up a talent pool to manage the global expat population, integral in managing Workday talent data updates to support enterprise leadership succession planning talent review.
- Provided consultation and expertise to HRBPs and senior leadership on refining job profiles qualifications to ensure accurate assessment of talent.
- Collaborated with the OD team to identify differentiating competencies critical for success.
- Designed and implemented proactive process for creating job profile qualifications to support internal talent mobility.
- Maintained data integrity in Workday on Career Profile data (Training, Activity, Achievements, Job History) through mass uploads.

Results:

- Increased talent pool by 50% for overseas rotation, ensuring no disruption for the business, helping the business achieve its global expansion plan.

Data Analytics

- Identified process and implement policy improvements and collaborate cross-function with equity, talent acquisition, corporate tax, finance, and legal team for implementation.
- Designed visual road maps on Global and US immigration maps, permanent transfers, and international assignments.
- Created playbooks and checklists for immigration, relocation, tax equalization & future of work (FOW)
- Centralized the intake process by building a ticketing system within Jira (Atlassian).
- Partnered with HRIS Technology team to implement tools for compliance and due diligence such as creating specific WD personas, changes in employee profiles, i.e. global visa holders on expiration dates.
- Project manager in the remote work exception process by leading a cross functional working group with different stakeholders such as HRBPs, Corporate tax, Legal, Compensation, Benefits, Equity, Payroll etc.

Results:

Led the Request for proposal (RFP) process for a new tax and immigration vendor, saving millions of dollars by negotiating more favourable fees.

Increased client revenue with expanded scope of services; client renewed contract without undergoing a RFP

Stakeholder Management

- Advised and educated HRBPs and Talent Acquisition on global mobility best practices by holding town halls and weekly office hours with our third-party vendors.
- Led consultation calls to project managers and assignees on global mobility policies.
- Created new market expansion compliance playbook/guidebook for internal stakeholders, including people operations, talent acquisitions, and people partners.
- Collaborated with vendors and internal stakeholders (i.e., Finance/Legal/People) to establish sponsorship licenses with relevant immigration/government authorities.
- Administered global mobility global expansion due diligence projects with project management tools.
- Created and drafted relocation policies from research based on industry's best practices.

Results:

- Educated and trained internal stakeholders on new market expansion due diligence process.
- Key stakeholders were able to mitigate risks that were raised in immigration and tax exposures.

CAREER HISTORY

Grab

Global Mobility Manager

2024

ASM

Global Mobility Senior Consultant

2023

2021-2023

DoorDash

Global Mobility Program Manager

Cigna Healthcare

Global Mobility Senior Analyst

2019-2021

2019

WeWork

Mobility Program Lead

KPMG LLP

Mobility Consulting Services Associate

2016-2019

SAP Global Mobility Consultant	2014-2015
IBM Talent Deployment & Mobility Advisor	2011-2013

EDUCATION QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

Bachelor in Adult Education (BEd)

Brock University, St. Catharines, Ontario

Bachelor of Science (BS), Psychology

University of Toronto, Toronto, Ontario

Certificate in Human Resources Management

Ryerson University, Toronto, Ontario

Korn Ferry Leadership Architect, 2021

Certified Global Professional in Human Resources (GPHR), 2018

SHRM Advanced Diploma in HRM, 2023

Certified Career Services Provider (CCSP) with NCDA (National Career Development Association) expected in Sept 2025

ICF-International Coaching Federation - Associate Certified Coach (in progress)