

Donald J. Jones, SPHR

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PROFILE

To obtain a position as (TITLE) [I'll explain how/when to use this]

EXPERIENCE: HR Executive who has served as part of the leadership team in strategic planning, budgeting, and talent development for 10⁺ years.

LEADERSHIP: Team builder who works cross-functionally across departments to meet staffing needs and resolve personnel issues.

QUALIFICATIONS

- Policy & Procedures
- Training & Development
- Cost Control
- Compliance & Audits
- Labor Relations
- Diversity

CAREER ACHIEVEMENTS

- Directed large, complex HR departments that required an ability to learn new industries and business models quickly.
- Navigated staff expansion and contraction in a way that met business goals without alienating employees/unions.
- Reduced costs related to compliance and audit issues by proactively mitigating any area of risk.

EXPERIENCE

ACME SECURITY CORPORATION Chicago, Illinois 2014-Present

ASSISTANT VICE PRESIDENT, HUMAN RESOURCES

Direct staffing efforts and maintain cost controls for a security company with 900 employees and 67 sites across the U.S. Collaborate with the executive team in developing strategic and staffing plans. Supervise a department staff of 10, including Training and Compensation Managers. Reduce unemployment and workers compensation costs by improving case management procedures and programs. Review and revise HR policies and procedures on a regular basis. Encourage diversity in hiring and promotion. Mentor Directors and Assistant Directors in professional development. Create and conduct train-the-trainer programs in leadership, coaching/counseling, communication, sexual harassment, discrimination and discipline.

- Managed large staff increases and reductions (200⁺ employees).
- Won dismissal of all discrimination charges filed with EEOC, CCHR and IDHR.
- Achieved one of state's lowest unemployment ratings by thoroughly documenting each case and making protests in a timely manner.
- Successfully led labor negotiations, meeting company goals, avoiding extensions and building trust with union representatives.
- Played key roles in starting a mentoring program as part of the President's Advisory Council and Executive Staff.
- Promoted from a Director position after only eight months.

UNITED TRUCKING SERVICE LLC Burr Ridge, Illinois 2008-2014

DIRECTOR OF HUMAN RESOURCES

Managed HR operations for a national trucking company with 400 employees. Traveled to sites in six states to evaluate HR standards and train staff in policies. Negotiated labor contracts and resolved union grievances. Wrote job descriptions that were compliant with ADA guidelines. Planned and implemented workshops to improve leadership skills. Oversaw and directed all recruitment activities. Ensured that company and DOT policies, including drug and alcohol testing programs, were carried out.

- Wrote company's position statements that resolved all EEOC charges.
- Initiated procedures that reduced workers' compensation insurance premium.

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THE CHICAGO FAUCET COMPANY Chicago, Illinois

2005-2008

HUMAN RESOURCES DIRECTOR

Supervised Benefits Manager, Security Manager, HR Coordinator and clerical staff at a manufacturer with 320 employees. Directed recruitment and training activities. Implemented training programs to ensure plant safety and compliance with OSHA and MWRD standards. Developed all the OSHA required written programs. Improved relations between labor and management while administering collective bargaining agreements with two unions. Eliminated substantial backlog of grievance cases, documenting each case and representing the company at hearings. Instituted case management procedures and modified job duties to encourage injured employees to take on other duties to control costs and maintain morale. Initiated development of group insurance plan documents and summary plan descriptions.

- Prepared for and directed plant during a 6-week OSHA audit, limiting costs to less than \$5,000 that had been in excess of \$100,000 under previous Director.
- Resolved heavy grievance backlog by negotiating strategically to meet company goals without alienating employees.
- Won an industry award for outstanding achievement in HR (SHRM).

TEACHING EXPERIENCE

UNIVERSITY OF CHICAGO

2007-2015

Taught the following graduate level courses:

- Management of the Communication Functions
- Organizational Communications

EDUCATION

- **Master of Science, Industrial Relations**, Northwestern University
- **Master of Public Administration**, emphasis in Personnel Management, DePaul University (Chicago)
- **Management Studies**, Northwestern University (Chicago)
- **Bachelor of Arts, Physical Education**, Indiana University

CERTIFICATION

Senior Professional Human Services, SHRM

TECHNICAL SKILLS

HR management: Valiant, Abra; **ERP:** Oracle (budgeting module); **MS Office:** Excel, PowerPoint, Word