

My name is Will Hart and I am a Disabled Army Veteran. I served over 17 years in the Army as a Human Resources Specialist, Heavy Equipment Engineer, and Recruiter. Being a Soldier was more than my occupation. It was who I was for half my life. I loved every minute of it. The camaraderie, the pride in what I did, and being around Soldiers, building a lifetime bond with people I consider brothers and sisters. Now, as a veteran, the fire to serve and do something bigger than myself still burns inside of me. I still want to give back and help veterans in my community.

I joined the Army in 1998 as a 17 year old kid fresh out of high school, looking for direction and purpose. I wasn't ready for college and felt like I need to get out of my hometown of Oceanside, CA to fully reach my potential, so the Army seemed like a perfect fit, and it was. It forced me to grow up and mature in a hurry. It taught me much needed values and discipline that I continue to have to this day. Throughout my 17 years in the Army, I was stationed in Schofield Barracks, HI, Fort Hood, TX, and St. Cloud, MN. Because of the Army, I was able to go back to school and earn a Bachelor's Degree in HR Management and a MBA in HR Management as well. I was able to grow into a leader through training and mentorship.

In November 2015, I was discharged from the Army. The transition for me was tough. I was able to find a job in Chicago and a home in Aurora, but accepting that I was no longer a Soldier was hard. I the camaraderie that I shared in the Army didn't exist in the civilian workplace. It was a completely different environment and adapting to that life was not easy.

Aurora holds a special place in my heart. My family is originally from here. Both of my parents went to East Aurora High Schools. Then 40 years after they left, I end up living here. I feel like I was sent here for a reason. With that being said I want to see the city of Aurora reach its potential and I would like to help and do my part in any way possible. I think being a member of the Veteran's Advisory Committee is a good start. Thank you for your consideration.

Respectfully,

Will Hart

William J. Hart

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EDUCATION

Master's Degree, Human Resource Management, Columbia Southern University, 2014

Bachelor's Degree, Human Resource Management, Colorado Technical University, 2006

Bachelor's Degree, Business Management, Colorado Technical University, 2006

Master Resiliency Trainer, multiple courses in finance, personnel management, and leadership

EXPERIENCE: RR Donnelley

4/2018-Present Human Resources Generalist III, Lemont, IL

- Responsible for guidance to all employees to insure consistent adherence to HR policies, procedures, and practices.
- Responsible for pro-active employee relations, communication support, and internal management consultation as they related to the Human Resource function.
- Effectively support and foster the company's Open Door Policy.
- Administer the employment function, which includes recruiting and screening of applicants, facilitating the use of any temporary employment agencies and managing the job posting system for internal/external candidates in accordance with company and legal guidelines.
- Assist in the development and implementation of all Strategic HR management programs (i.e. employee involvement, hiring, promotional practices, wages structures, and proactive employee relations).
- Assist in managing Worker's Compensation Insurance issues, including making recommendations to facilitate the timely closing of claims.
- Coordinate, facilitate and/or assist in all training activities within the facility (i.e. safety compliance, orientation programs, job knowledge, and leadership performances).
- Provide prompt and accurate guidance to employees regarding all benefit programs including timely orientation programs.
- Maintain all personnel records in accordance with EEO, privacy, and related requirements.
- Advise management teams regarding prompt and accurate completion of all status changes and in assuring prompt and accurate updated information in the HRIS system.
- Promote working together with all departments to build continual improvement within the company.
- Performs other related duties and participates in special projects as assigned.

EXPERIENCE: DSC Logistics

5/2017-1/2018 Human Resources Manager, Carol Stream, IL

- Partner with Senior HR leader and operational team to develop a culture of positive employee relations and engagement.
- Responsible for providing training, coaching, and counseling to develop a strong team and improve retention.
- Partner with senior HR on employee issues and/or complaints to ensure all concerns are investigated thoroughly, documented properly and resolved in a timely manner.
- Maintain a thorough knowledge of the HR systems and operational systems as it relates to human resources.
- Responsible for establishing, communicating and implementing HR Policies and procedures.

- Maintain employee personnel files to ensure compliance with record retention requirements.
- Responsible for the recruitment, hiring, and termination of all employees and ensuring all documents are completed correctly and processed in a timely manner.
- Responsible for the onboarding of new hires.
- Work with temp agencies to hire and track temporary employees.
- Process payroll and submit all payroll actions using ADP.
- Manage FMLA and worker's compensation claims
- Responsible for entering all new hires, terminations, and information updates into JD Edwards.
- Manage the benefits process to include enrollment and open enrollment in all health insurance plans.

EXPERIENCE: Horsehead Corporation

11/2015-5/2017 Human Resources Generalist/Operations Supervisor, Chicago, IL

- Handle the shipping and receiving of materials coming in and out of the plant through truckload, railcar, or barge.
- Responsible for the logistical operations of a zinc manufacturing plant as well as the movement of hazardous material.
- Conduct daily inventory on rail cars, and the amount of material that is currently on the facility. Coordinate with the Chicago Rail Link for the successful movement of hazardous materials to varying locations throughout the United States.
- Develop and implement production tracking and raw product testing for quality control measures.
- Responsible for establishing, communicating and implementing HR Policies and procedures. Work closely with union representatives to ensure policies don't conflict with CBA.
- Prepare and maintain production reports.
- Maintain employee personnel files to ensure compliance with record retention requirements.
- Responsible for the recruitment, hiring, and termination of all employees and ensuring all documents are completed correctly and processed in a timely manner.
- Responsible for the onboarding of new hires.
- Work with temp agencies to hire and track temporary employees.
- Process payroll and submit all payroll actions using KRONOS and ADP.
- Manage FMLA and worker's compensation claims
- Manage and oversee the time and attendance system in KRONOS.
- Manage the benefits process to include enrollment and open enrollment in all health insurance plans.
- Coach, mentor, and supervise 8 employees.
- Responsible for maintaining ISO Standards.
- Assists with the company safety and training program and tracking OSHA recordable safety incidents and worker's compensation injuries.

EXPERIENCE: US Army, Sergeant First Class, Human Resources/Recruiting

08/2012 – 11/2015 Regional Recruiting Manager/Recruiter, US Army, St. Cloud, MN

1998-2015

- Supervised and trained a team of 10 recruiting specialists.
- Created and implemented recruiting market penetration plans along with building and maintaining rapport within the local communities.
- Responsible for the inventory, supply, and acquisition of all recruiting materials. Responsible for over \$1 million in equipment.
- Generated daily, weekly, and monthly production reports to assess and evaluate the effectiveness of each team member's production.
- Accomplished public speaker; conducted over 50 classroom presentations to high school students and teachers on the benefits of the Army and Army Reserves.
- Trained over 20 employees on resiliency techniques.

08/2010-08/2012 Unit Administrator, 277th Engineer Detachment, Waco, TX

- Led 65 military engineers, trained over 70 Soldiers on engineering tactics. Responsible for over \$2M in construction equipment.
- Created and updated records for individual employees containing personal information, insurance, and benefits.
- Managed all correspondence in accordance with Army regulations and ensured all correspondence was properly reviewed and routed through the proper channels.
- Received Commendable ratings on all command inspections.

10/2005 – 08/2010 Human Resources Supervisor/Observer Controller/Trainer, 2-395th Field Artillery Regiment, Fort Hood, TX

- Responsible for the personnel management of over 130 personnel from the Regular Army, Army Reserves, and Army National Guard.
- Generated and updated employee life insurance policies and records of emergency data forms.
- Trained over 5,000 Soldiers on Convoy Live Fire Operations in preparation for deployment to Iraq and Afghanistan.
- Prepared presentations and briefed the command group on a weekly basis.
- Recognized as the top personnel office in the Brigade for the year.

11/2004 - 10/2005 Human Resources Assistant, US Army Garrison, Fort Hood, TX

- Briefed over 12,000 Soldiers on personnel readiness processing procedures for deployment to Iraq and Afghanistan.
- Responsible for the coordination of facilities and over 15 agencies to perform deployment briefings to Soldiers.
- Supervised and trained over 20 employees on pre and post deployment personnel flight manifests of over 15,000 Soldiers.
- Worked in conjunction with other military forces to include the Air Force and Navy.
- Worked tirelessly with different agencies and commands to ensure a seamless deployment processing experience for Soldiers.

05/2003 - 11/2004 Human Resources Supervisor, 546th Personnel Support Battalion, Fort Hood, TX

- Reviewed over 200 performance appraisals per month for accuracy prior to forwarding them for approval.
- Oversaw EEO training for a company of 100 employees.
- Supervised five employees on evaluation and promotion processing.
- Ensured over 500 promotion packets were accurate and had all supporting documents.
- Noncommissioned Officer of the year, recognized for having one of the top personnel centers in the Brigade.

04/2002 - 05/2003 Human Resources Supervisor, 25th Infantry Division, Schofield Barracks, HI

07/1998- 04/2002 Human Resources Generalist, 25th Infantry Division, Schofield Barracks, HI