

Juan E. Chavez, PHR, SHRM-SCP

St . Charles, IL



Vice President of Human Resources

An experience leader and hands on human resource executive with bilingual skills in Spanish and English. Energetic, forward-thinking, and creative, with high ethical standards and an appropriate professional image. A strategic planner with sound technical skills, analytical ability, good judgment and a **strong operational focus**. An excellent facilitator who is experienced in resolving conflicts between parties.

Strategic and/or tactical experience in:

Learning &Development – Performance management - HR policies and Procedures – Health and Safety – Recruitment - EEO/Affirmative Action – Comp & Benefits – Employee Relations (union &non-union) – Succession planning – Union negotiations.

Professional History

The Jel Sert Company

1997- Present

Manufacturer of powder drink mixes, freezer bars, and gelatin desserts.

Vice President of Human Resources, West Chicago, Illinois

2006 – Current

The HR Department currently supports over 1000 employees, union and non-union, at two facilities. Currently leading an HR staff of eight and reports to the President and owner of the Company. As an Officer of the company advises Managers and Directors on human resources issues, policies, and strategies. Major responsibilities include staffing, performance management, benefits and compensation, training, organizational development, labor relations, and workers compensation.

- Developed and implemented goals driven performance management system to support company strategy.
- Designed and implemented corporate learning programs to achieve strategic initiatives and to enhance the company culture.
- Initiated changes in the workers comp plan that recovered over \$500,000.00 in 3 years.
- Implemented safety program that reduced injuries by 25% from previous year.

Director of Human Resources

2000 - 2005

Plant HR Manager

1997 - 1999

United Parcel Service

1982 – 1997

World’s largest Package delivery company with over 300,000 employees worldwide.

Region Staffing Manager, Hodgkin, Illinois.

1995 –1997

Directed and supervised fourteen management employees with a total staff of 70 plus. Primarily responsible for the recruitment of employees in Metro Chicago, North and Central Illinois districts. These districts contain over 10 different operation centers. Duties included salary administration, process redesign, budget development, and creating retention strategies.

- Created a recruiting strategy that was 98% effective in meeting the division’s hiring needs and exceeding the previous year result of 85%. Hired 28,000 employees in 1996.
- Redesigned the staffing function, which reduced payroll cost by \$320,000.
- Introduced changes to an interactive voice technology system used to pre-qualify applicants, thus reducing the interview to hire ratio from 4:1 to 2:1.
- Streamlined the employment process to increase the distribution of applicants by 40% throughout the districts.

Human Resources Manager 1994 – 1995

Responsible for recruiting, employee relations, safety for 2 operations (sorts), supporting over 600 collective bargaining unit employees (Teamsters).

- Met the hiring goals for both sorts. This was uncommon given the high turnover.
- Created a training program that helped reduce turnover.

Operations Inbound Manager 1993 – 1994

In 1993 I was promoted to Inbound Manager. This promotion offered me the opportunity to lead over 140 employees of which 14 were direct reports.

- Responsible for Safety, Quality, Training and Development and Financial goals.

Supervisor 1989 - 1992

As the supervisor of an outbound operation I was responsible for 65 employees, five of them were direct reports.

- Exceeded corporate goals and was selected to open and train employees at a new facility in Oakland, California.

Education

DePaul University, Naperville, Illinois

Triton College, River Grove, Illinois

Business Management

Professional Development

- SHRM Certified - PHR , SHRM-SCP
- Employee Dispute Resolution
- Targeted Select Interviews. DDI
- ADA, Diversity in the workplace, and MNUS training
- Operations Management School
- OSHA 10 hours certificate

Military, USMC

Rank E-5; Honorable Discharge; meritoriously promoted to E-3;

Good Conduct Medal recipient; and recipient of several meritorious mast (commendations).

Social Responsibility

DuPage Airport Authority

- Board of Directors-Member 2013- Present
 - Vice Chairman May 2023-Present
 - Current Chair of the Internal Policy and Compliance Committee Jan. 2015 - 2018
 - Current Member of the Finance Budget and Audit Committee
 - Current Member of the Capital Development, Leasing and Customer Fees Committee

The City of West Chicago

- Civil Service Commission – Chairperson 2008 - 2018

West Chicago Chamber of Commerce

- Board of Directors 1997 - 2001
- Board of Directors 2006 - 2011

Northern Illinois Food Bank

- Board of Directors 2003-2008

Quad County Urban League

- Board of Directors 1998 - 2003