

JAMES W. COOPER, JR.

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Clinical Assistant Professor of Managerial Studies and Human Resources Talent Manager / Consultant with expertise in management and leadership solutions, strategic organization development, and human resources consulting. Strategic, creative, metric focus and high integrity.

EDUCATION

2013 **PhD in Organizational Development and Change**, Benedictine University, Lisle, IL.
2004 **MBA – Human Resources Management**, Cum Laude. DePaul University Chicago, IL.
1998 **BBA – Finance**, Magna Cum Laude. Loyola University, Chicago, IL.

EXPERIENCE

UNIVERSITY OF ILLINOIS at CHICAGO. Chicago, IL (2012 to Present)

A public institution of higher education granting undergraduate, graduate, and PhD degrees and serving nearly 17,000 students.

Clinical Assistant Professor of Managerial Studies

Teaching Focus: Strategic Management, Marketing, Human Resources, Organizational Development, and Entrepreneurship.

ADJUNCT ASSISTANT PROFESSOR. Various Universities (2005 to Present)

Online, blended and face to face courses. Responsibilities include curriculum development and setting course objectives. Teaching philosophy can best be described as active learning, constructionist, and discover and inquiry approach.

Loyola University Chicago –Quinlan School of Business Graduate Program. Teaching Focus: Employment Relations Management, Human Resources Management, Human Resources Law, Organizational Development

Governors State University – Teaching Focus: Statistics for Management I, Statistics for Management II, Introduction to Management, and Organizational Behavior

Purdue North Central University – Teaching Focus: Staffing and Performance Management.

Benedictine University – Teaching Focus: Human Resources Management.

SYNERGY GLOBAL RESOURCES. Matteson, IL (2009 to Present)

Synergy Global Resources is a multi-solutions management consultancy that specializes in talent management, organization development consulting, human resources consulting, and outplacement consulting services.

Principal/Founder - Talent Manager / Consultant

- Talent management solutions include executive search, mid-management staffing, project and contract staffing, retention and engagement services, training, change management, recruitment process outsourcing, applicant tracking system design, and careers website and recruitment branding.
- Organizational consulting solutions include change management, coaching & mentoring programming, conflict management, team building, leadership development, and appreciative and positive psychology group design.
- HR consulting solutions include HR audit and evaluation, skill and talent reviews, diversity and gender sensitivity training, employee handbook and policies, corrective action and employee investigation training, termination process training, and supplemental benefits consulting.
- Outplacement consulting services focus on career transition workshops, career counseling, job search planning, personality assessment and evaluation, resume development, salary negotiations, and managing finances during transition.

SIEMENS BUILDING TECHNOLOGIES. Buffalo Grove, IL (2007 to 2008)

Siemens Building Technologies is a leading global manufacturing company that provides fire, security, and building automation solutions to the commercial sector and has annual sales of \$2.1 billion and 8000 employees.

Manager of Staffing Services. Reported to the VP HR. Manage a team of 14 employees and \$6 million budget. Established, developed, and managed talent acquisitions solutions, initiatives, programs, processes, and vendors.

- Led quality review of US recruiting operations and change management design
- Created strategic vision and communication plan, providing direction and staffing organization goals
- Co-created Talent Redeployment Recruitment Model
- Implemented INROADS diversity interns program; hired 7 diversity interns
- Managed 2 Recruiting Process Outsource (RPO) vendors, and 20 smaller contract relationships
- Managed quality review team to streamline on-boarding process
- Reduced agency expense by 11%, budget cost by 26%, cost per hire by 6%; hired over 1800 employees

ANDREW CORPORATION (COMSCOPE CORPORATION). Westchester, IL (2006 to 2007)

Andrew Corporation is a leading telecommunication manufacturing company that provides wireless solutions for the global communications infrastructure market, and has annual sales of \$2.2 billion and 11,000 employees in over 35 countries.

Human Resources Manager – Corporate Functions. Reported to the VP HR. Supported 500 global employees and the functional groups of legal, finance, IT, and human resources.

- Counseled and coached managers on performance management, legal compliance, staffing, organizational restructure, progressive discipline, conflict resolution, change management and benefits
- Provide continuity between global regions on policy management and administration for corporate functions
- Created partnerships with centers of excellences and shared services to support Andrew's core competencies
- Led the headcount calibration, organizational design, and positions development of finance and IT groups
- Co-chaired the Recruiting Process Outsource (RPO) initiative to select Kenexa as recruiting vendor
- Help build and designed a development ladder for non-managers in engineering and IT
- Completed 17 senior management executive searchers for the corporate division
- Implemented successful retraining of managers on performance management system, resulting in managers completing the process on time for the first time in 3 years

NES RENTALS TRAFFIC SAFETY, Romeoville, IL (2005 to 2006)

NES Rentals is a leading construction rental and traffic safety company with annual sales of \$560 million and 3000 employees.

Regional Human Resources Manager. Reported to the VP HR. Supported 400 employees. Responsibilities included employment, training, recruitment, employee relations, wage and salary administration, labor relations, and federal and state compliance requirements.

- Coached, mentored, and guided managers on employee relations and discipline issues for both union and non-union workforce; created labor relations union strategy; implemented and administered company policies
- Conducted training for management, professional and support staff on various topics, i.e. legal interviewing, corrective action documentation, performance evaluation and merit, and talent reviews
- Assisted in the development and communication of annual salary guidelines for the region; recommended policy and procedure improvements to insure internal and external equity; coordinated the region's annual performance management process
- Planned, developed and implemented an effective recruiting strategy for the region that supported regional and corporate objectives including, i.e. developed talent management model of recruiting; project leader for the corporate careers website, developed branding concept and values proposition; negotiated vendor contracts for corporate staffing and reduced total cost by 50%
- Assisted in Publishing Employee Handbook for Traffic Safety Division; created Union Orientation Guide

REPUBLIC WINDOWS & DOORS, LLC, Chicago, IL (2005 to 2005)

Republic is a leading, regional manufacturer of vinyl windows and doors with annual sales of \$85 million and 750 employees.

Manager of Talent & Workforce Planning. Reported to the VP HR. Manage staffing vendors, \$200,000 budget for Finance, Marketing, Human Resources, Sales, Technical Services, Supply Chain, Manufacturing, and Construction. Develop / enhance effectiveness of programs, policies and procedures to build talent portfolio and promote talent mindset.

- Chaired weekly Workforce Planning Committee with CFO and VP Human Resources and provided quantitative and qualitative metrics and reports on search, promotion and contract labor
- Managed network of sourcing vendors including executive search firms, professional associations, industry contacts, temporary firms, media and Internet sourcing providers and academic institutions
- Revised pre-search manager's contracting process and Hiring and Promotion procedures
- Implemented staffing metrics to include trend analysis and goal setting
- Completed 15 management requisitions decreasing average Time-To-Fill from 52 to 38 days
- Completed 28 professional requisitions decreasing average Time-to-Fill from 42 to 28 days
- Improved cost per hire by 57% from previous quarter

SIRVA, INC., Westmont, IL (2004 to 2005)

SIRVA is a \$2.5 billion dollar global relocation and transportation company with over 8000 employees in 40 countries.

Senior Corporate Recruiter. Managed staffing vendors, \$275,000 budget and search activities in a fast paced environment supporting Legal, Insurance, Client Services, Human Resources, Finance, Information Technology, Marketing, Sales and Moving Services departments.

- Completed over 250 searches. Producing 20-25 offers per month
- Improve time-to-fill to less than 28 days average for all positions
- Assisted in collaboration and design ideas of HRSmart applicant tracking system
- Implemented college-recruiting strategy, employer branding and wrote new marketing collateral. Built relationships with college career centers. Conducted job fairs and interviews
- Selected, managed and negotiated activities and fee arrangements with third party recruiters
- Implemented recruitment strategy for the SIRVA Leadership Program

COOK ASSOCIATES, Chicago, IL (2000 to 2003)

Cook Associates was a \$19 million dollar boutique executive recruiting and mergers and acquisition firm.

Principal - Executive Recruiter. Provided organizational and project support as well as execution of search assignments for Vice-Presidents of Consumer Products, Retail, Financial Services, and Architectural and Technology. Directed execution of entire research functions including target lists, database retrieval and cross referencing, Internet mining, referrals, brainstorming sessions.

- Closed 18 searches in 2002 resulting in \$750,000 in fee revenue
- Created orientation process and training pamphlet for new principals thus decreasing new principal training time to one week
- Architect of a formulized fulfillment management process that increased principal's ability to manage 50% more searches

PUBLICATIONS

Cooper, Jr. J.W. (2013). *Talent development of instructors in online higher education: A mixed methods study of instructor effectiveness.* (Doctoral dissertation). ProQuest Dissertation and Theses.

Cooper, Jr. J.W. (2009). Insights for a venture capital talent management model. Exploring the C-Suite for Sustainable, Socially Responsible Business Models. *Midwest Academy of Management Proceedings.*

<http://www.midwestacademy.org/Proceeds.htm>

PROFESSIONAL MEMBERSHIPS & COMMUNITY ACTIVITIES

2003 – PRESENT	Society Human Resources Professional – Member
2008 – PRESENT	Midwest Academy of Management – Member
2008 – PRESENT	OD Network – Member

CERTIFICATIONS

Senior Human Resources Professional Certification

Six-Sigma Green Belt Certification