

# They Want To Move...and who can

## blame them?

Our last newsletter of the year 2008 features some of the best and most qualified candidates to date! This month we feature a **Human Resource Manager, Controller,** and an **Executive Assistant.** They all are interested in bringing their talents to northwest Wisconsin!

Take a look at the profiles listed below and see if the talent you need isn't already knocking at the door. Feel free to forward this newsletter on to anyone else who might be interested, or check us out online at: [www.WorkWhereU-Play.com](http://www.WorkWhereU-Play.com)

Older issues of this newsletter can be found at [www.nwwib.biz](http://www.nwwib.biz)



### **PETER WHITENECK**

#### **Regional Human Resource Manager**

Ashland, Barron, Bayfield, Douglas, Lincoln, Marathon Oneida, Price, Sawyer, & Washburn Counties

- Extensive experience in Human Resource Management
- Instructed / trained 250 employees in the "interest-based" approach to assist in problem solving, grievance settlements, and contract negotiations
- Initiated a process to reorganize the roles of management and functions of departments within a business unit of a major manufacturing facility.
- Created and delivered a Leadership Development Training program highlighting participative management techniques for over 1000 salaried managers, from twelve facilities, within a division of a major paper manufacturer.
- Instrumental in successfully negotiating six-year labor agreement with three separate local unions representing some 1400 employees.
- Responsible for all accounting, payroll and benefits functions for three companies.
- Provide assistance to Project Managers and Principals in tracking project progress and profitability.
- Installed and implemented a fully integrated, windows-based, proprietary accounting and job costing software package, Wind2 Software.
- IT management and support for File and Print Server and Exchange Server, both running Windows Server 2003, including anti-virus and scheduled backups; hardware and software support for all desktops.
- Associate Degree – Administrative Assistant - Nicolet Area Technical College
- Schedule and coordinate activities and related materials for associate administrator and associate medical director for meetings, appointments, conferences, etc.
- Maintain Outlook calendars and prioritize commitments.
- Administrative support to 5 primary care managers & medical directors.

### **GERALD BUTTICE**

#### **Controller**

Ashland, Bayfield, Iron, Lincoln, Oneida, Price, & Vilas Counties

### **JOY SCHISEL**

#### **Executive Assistant**

Langlade, Lincoln, Marathon, Oneida

**Peter Whiteneck**  
**15970 W Williams Road**  
**Hayward, WI 54843**  
**715-638-2634**  
[petehrse@centurytel.net](mailto:petehrse@centurytel.net)

## **PROFESSIONAL EXPERIENCE**

### **REGIONAL HUMAN RESOURCES MANAGER**

**AUGUST 2007 TO PRESENT**

*Louisiana-Pacific Corporation (Hayward, WI)*

- Provide human resources consultative and operational support to site HR staff and site leadership at five locations in the Northern Region regarding HR strategies, products, services and processes
- Specific direction and oversight of five site HR employees
- Actively support LP's vision for becoming the employer of choice
- Design, communicate and execute site specific and regional strategic HR solutions to address issues or improve processes concerning recruitment, retention, performance management, compensation, employee development, succession planning, risk assessment and other employee relations issues
- Operate as regional resource for legal and governmental requirements and ensure that all policies, procedures and reporting requirements are in compliance
- Partner with plant leadership teams to achieve their site organizational goals and growth initiatives
- Ensure the execution of effective HR programs and processes across the region proactively seeking out and implementing best practices
- Manage investigations at all facilities for LP Confidential calls, EEOC, internal HR complaints, etc.
- Provide timely communications to key business and functional team management to advise of issues, strategies and direction on all matters related to the HR function
- Work directly with Business Team HR Manager and other key corporate staff to ensure regional activities are consistent with company wide initiatives and participate in corporate teams as required

### **AREA HUMAN RESOURCES MANAGER**

**JUNE 2005 TO AUGUST 2007**

*Louisiana-Pacific Corporation (Hayward, WI)*

- Provide human resources consultative and operational support for site HR and Plant leadership teams at four multi-product facilities
- Coordinate and manage staffing to meet expansion needs for the conversion to LP Siding production
- Develop and manage annual HR budget in excess of \$300,000
- Partner with plant leadership team to achieve organizational growth
- Proactively function as employee liaison as required
- Responsible for carrying out all aspects of plant human resources activities: including supervisory training, management consulting, and employee relations
- Work with Business Team HR Manager to ensure the area activities for facilities in Hayward, Two Harbors, Tomahawk and Newberry are successful

### **EXECUTIVE DIRECTOR**

**AUGUST 2003 TO JUNE 2005**

*Crossett Housing Authority (Crossett, AR)*

- Manage department staff of seven full-time employees
- Coordinate provision of low-income housing for approximately 150 residents
- Oversee 124 housing units and responsible for annual budget of \$400,000

### **MANAGEMENT CONSULTING**

**JUNE 2002 TO PRESENT**

- Management consulting for *Georgia-Pacific Corporation (Crossett, AR)* and *Ashley County Memorial Hospital (Crossett, AR)* in the areas of labor relations, arbitration

preparation, salary administration, succession planning and employee relations while living in Arkansas.

- Active member of the roster of labor arbitrators for the FMCS. Selected by both company and union to conduct labor arbitration hearings.

**MANAGER HUMAN RESOURCES**

**SEPTEMBER 1999 TO MARCH 2003** *Georgia-*

*Pacific Corporation (Crossett, AR)*

- Directed, coordinated, and supervised HR staff for employee population of over 1700
- Established and monitored annual HR operating budget ranging from \$500,000 to \$1.5million
- Successfully negotiated three labor agreements
- Initiated changes to shift from entrenched “entitlement” culture to an “earning” culture
- Coordinated organizational changes to streamline and downsize hourly and salaried personnel by approximately 100 employees
- Assisted in a facility-wide safety effort that achieved an OIR of 1.95 (best in the facilities history)

**HUMAN RESOURCES MANAGER**

**1986 TO 1999**

*Smurfit Stone Container Corporation (Snowflake, AZ & Ontonagon, MI)*

- Established a fully integrated human resources organization for facility (first time ever)
- Instrumental in improving company and union relationship that was polarized and adversarial
- Introduced principles of interest based problem solving, conflict resolution, and bargaining within a highly traditional organization
- Created and delivered a leadership development training program designed to establish a base for participative management within a division of twelve diverse locations
- Coordinated human resources activities through both a merger and an acquisition
- Assisted in the development and implementation of a computer based training system for facility of approximately 250 employees

**SUPERINTENDENT HUMAN RESOURCES**

**1984 TO 1986**

*Boise Cascade (Rumford, ME)*

- Introduced a new hiring process for both salaried and hourly candidates which included a structured interview and a group behavior-based assessment center
- Job redesign to bring about significant “flattening” of the organization and reduction of personnel
- Successfully completed multiple state recruiting effort associated with work stoppage

**LABOR RELATIONS MANAGER**

**1981 TO 1984**

*Boise Cascade (Deridder, LA)*

- Developed a working relationship with union locals to create a relationship of trust
- Instrumental in changing environment averaging 80 grievances monthly to app. 20 per year

**EMPLOYEE RELATIONS MANAGER** (*Owens-Illinois...Orange TX*)

**1980-1981**

**PERSONNEL MANAGER** (*Owens-Illinois...Union City, CA*)

**1978-1980**

**SAFETY / TRAINING DIRECTOR** (*Owens-Illinois...Tomahawk, WI*)

**1976-1978**

**TEACHER: Secondary Education** (*Tomahawk, WI*)

**1968-1976**

**EDUCATION AND TRAINING**

**Bachelor of Science Degree: Secondary Education**

**University of Minnesota**

**Verbal Negotiation Skills Training**

**Interest Based Conflict Resolution**

**Managing Interpersonal Relationships**

## ADDITIONAL CAREER ACHIEVEMENTS

### INITIATED ACTION

*Initiated a process to reorganize the roles of management and functions of departments within a business unit of a major manufacturing facility.*

- Interacted with salaried and hourly members of a manufacturing support department to determine job responsibilities
- Determined with same group what job responsibilities could be eliminated and/or combined
- Assisted department in training operators to accept and handle more leadership responsibility for work crews
- Devised a plan for management approval that reassigned qualified salaried employees affected by the flattening process

**RESULTS:** By “flattening” levels of organization, reduced personnel costs by app. \$450,000.

### INSTRUCTED / TRAINED

*Instructed / trained 250 employees in the “interest-based” approach to assist in problem solving, grievance settlements, and contract negotiations.*

- Became a certified instructor for Interest Based Problem Solving
- Persuaded both management and union leadership to embrace the approach as an attempt to building better relationships
- Participated in the training of all participants with assistance of an outside consultant
- Facilitated contract negotiations using the interest based skills learned by all participants

**RESULTS:** Contract negotiations finished in record time for the facility. For the 3 years following negotiations, fewer grievances were filed, with most settled at the first steps, which led to increased trust and a vastly improved relationship between the Union and management.

### LEADERSHIP DEVELOPMENT

*Created and delivered a Leadership Development Training program highlighting participative management techniques for over 1000 salaried managers, from twelve facilities, within a division of a major paper manufacturer.*

- Appointed by senior Vice President to lead a four man research team to develop training program
- Researched current leadership literature to determine the essential modules to be used
- Responsible for developing budgets, material content, travel and scheduling plans and presentation techniques
- Assisted with the development of training skills of team

**RESULTS:** Within three years, all levels of management (app. 1500) trained at each facility of major paper manufacturer.

### NEGOTIATED

*Instrumental in successfully negotiating six-year labor agreement with three separate local unions representing some 1400 employees.*

- Developed concept of extended negotiations for the purpose of incorporating side agreements, and through a series of presentations convinced management of the value

- Directed and supervised HR staff along with area superintendents in the process of gathering side agreements
- Created comprehensive agenda for the negotiations meetings
- Worked with union leadership in their effort to gather side agreements and to establish the importance of process for their well being

**RESULTS: Resolved fifteen years of labor difficulties at a unionized facility of 1400. In nine months of negotiating, incorporated app. 40 operating side agreements between management and union.**

#### **ADMINISTERED / DIRECTED**

*Within a major manufacturing facility, organized a full service and fully functioning Human Resources Department designed to serve 650 employees.*

- Researched needs of all employees at location in terms of HR services
- Realigned responsibilities of full time HR staff
- Coordinated administration of new and consolidated HR function with corporate policies and procedures
- Communicated new/revised HR services to all affected employees

**RESULTS: Consolidation of HR function into one department established easier access for all employees, resulting in better customer service. Reassignment of non-related clerical staff to other functions also resulted in the reduction of the need for one salaried position.**

#### **PROGRAM DEVELOPMENT**

*Introduced, implemented, and maintained a “first time” youth exchange program for the Crossett Rotary Club.*

- Introduced the concept of youth exchange to club
- Researched existing youth exchange support system available in the geographic area
- Contacted regional youth exchange advocates and overseas contacts to secure student exchange candidates for year long exchange
- Secured host families for student exchange candidates

**RESULTS: The youth exchange program has thrived for two years and continues to be the model for other district clubs seeking to develop a local program.**

# Gerald J. Buttice

## Experience

1994–2008                      Larson & Darby Group                      Rockford, IL

### **Controller**

- Responsible for all accounting, payroll and benefits functions for three companies. Supervise staff.
- Provide assistance to Project Managers and Principals in tracking project progress and profitability.
- Installed and implemented a fully integrated, windows-based, proprietary accounting and job costing software package, Wind2 Software.
- IT management and support for File and Print Server and Exchange Server, both running Windows Server 2003, including anti-virus and scheduled backups; hardware and software support for all desktops.

3/1997–9/1997                      SilverEdge Systems Software                      Spring Grove, IL

### **Sr. Consultant**

- Provide business consulting services and software solutions to Architectural, Engineering and other service-oriented companies. Services included system implementation and training. (Company is a Wind2 (Deltek) and Best Software Business Partner)
- Created and managed company web site using Microsoft Front Page 97.

1989–1994                      Ruck / Pate Architecture                      Barrington, IL

### **Controller**

- Responsible for all accounting, payroll and benefits functions for two companies. Supervised staff.
- Provided assistance to Project Managers and Principals in tracking project progress and profitability.
- Managed company-owned facility and provided quarterly and annual accounting services.

1987–1989                      American Hardware Mfg. Assoc.                      Schaumburg, IL

### **Finance Manager**

- Developed and managed computerized accounting system using Lotus 1-2-3
- Assisted with the development and implementation of in-house network using IBM System/36
- Responsible for all financial and personnel matters, including management of association's investment portfolio and all company benefits.

9 Ottawa Street  
Gile, WI 54525

(815) 703-5085 (cell)

1981–1987 Morrison & Morrison, Ltd. (CPAs) Chicago, IL

**Accountant / Systems Operator**

- Responsible for monthly and quarterly accounting and payroll tax matters for various clients.
- Managed internal time-and-billing and general ledger systems on IBM System/34, System/36 and P/C A.T. Supervised assistant.
- Maintained all personal computer hardware and software, and conducted in-house training seminars.
- Provided accounting system implementation services to clients using Solomon accounting software.

**Education**

- DePaul University, Chicago, IL
- Elmhurst College Management Program, Elmhurst, IL

# Joy Schisel

## General Summary

Hardworking, self-starter with strengths that allow me to easily learn new skills and take on additional responsibilities. Diverse employment background emphasizing teamwork, accuracy and sensitivity to customer needs. Effective leader and communicator who enjoys working with people. Recognized for working until the job is done.

## Objective

To obtain a full-time position in a related field that would allow me to utilize my skills to the best of my ability.

## College Education

1997-1999 Nicolet Area Tech College Rhinelander, WI

### **Associate Degree – Administrative Assistant**

- MS Word, Excel, PowerPoint, Access, Office Accounting 1 & 2, Formatting Application, Telephone Mastery, Machine Transcription 1 & 2.
- Member of Phi Theta Kappa, graduating with 3.5 GPA or higher.

## Work Experience

10/06 – present Ministry Medical Group Rhinelander, WI

### **Executive Assistant**

- Schedule and coordinate activities and related materials for associate administrator and associate medical director for meetings, appointments, conferences, etc. Maintain Outlook calendars and prioritize commitments. Provide administrative support to five primary care managers and medical directors.
- Monitor and approve time cards for urgent care/emergency room providers, Riverside patient care staff and providers.

5/02 – 10/06 Ministry Medical Group Rhinelander, WI

### **Administrative Assistant**

- Perform routine typing, filing and processing of general and confidential correspondence as requested.
- Provide administrative support for associate administrator.
- Serve as northern region liaison for potential and active malpractice cases.
- Monitor and track primary care provider CME and dues accounts.

## Resume for Joy Schisel, Page 2

1/99 – 5/02                      Printpack, Inc.                      Rhinelander, WI

### **Receptionist**

- Calculating and processing time cards. Inputting all payroll changes including new hires, terminations and insurance deductions into the payroll system.
- Log and track union associates run times on Excel spreadsheets. Log and track attendance (vacation, FMLA, etc.) in MS Access.
- Administer the union pension plan at the plant level.
- Receive and direct phone calls as well as greet customers and visitors. Assist plant departments with specialized projects, as needed.

### **Military Experience**

3/90 – 9/93                      U.S. Navy                      Washington and Virginia

### **Engineman/Machinist Mate**

- Performed maintenance on pumps and valves for U.S. submarines. Kept records and responsible for equipment testing. Additional responsibilities as receptionist, typing personnel evaluations and updating personnel files on computer system.

### **Interests and Activities**

Enjoy spending time with my family outdoors, playing softball, bike riding, snowshoeing and walking.

### **References**

Available upon request.