**Julio E. Dones**

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**SUMMARY**

Experienced Human Resources Executive with a strong track record in aligning all aspects of the human resources function with the organization’s overall strategy. Superior leadership and organizational skills with exceptional problem solving and communication skills. Bilingual English and Spanish.

**PROFESSIONAL EXPERIENCE**

**DIRECTOR, HUMAN RESOURCES 2015-2018**

***CLIFF BERRY, INC. Ft. Lauderdale, FLORIDA***

Responsible for all Human Resources activities for all 8 company locations state-wide, including benefits administration, recruitment and onboarding, payroll, employee relations, salary and compensation programs. Currently reviewing employee handbook and writing job descriptions which encompass 65 different positions from CEO to Receptionist. Starting due diligence for new proposed locations in Alabama and South Carolina.

* With an aging workforce developed a succession plan which connected HR to CBI’s long-term goals and objectives, helped mitigate risk associated with turnover, and cultivates existing talent by matching promising employees with future organizational needs
* Developed an employee relations training program for managers and supervisors, building department morale and creating a positive corporate culture breeding loyal employees and reducing turnover

**DIRECTOR, HR/PR and ADMINISTRATION**

***NEXLUBE TAMPA LLC TAMPA, FLORIDA* 2013-2015**

Responsible for all Human Resources, Public Relations, Risk Management and Administration for this start-up Used Oil Re-Refining Company. Recruiting all new employees both exempt and non-exempt for commissioning activities for 1st Quarter 2015. Approximate production date scheduled for March 2015 with full staff on board no later than January 2015. Responsible for all training, safety and benefits requirements for all 200 new hires.

* Built a workforce planning process by performing industry research on best practices, met with a number of management consultants, developed a clear process and framework, and involved functional leaders every step of the way
* **Fostered an openness to innovation**

**DIRECTOR HUMAN RESOURCES**

***INTERNATIONAL SHIP REPAIR, TAMPA, FLORIDA* 2007-2013**

Maintain and enhance the organization’s Human Resources by planning, implementing and evaluating employee/labor relations, payroll, benefits and human resources policies, programs and practices. Fully responsible all human resources activities for the corporate office, two subsidiary companies in Florida and one subsidiary in Texas with a total of 590 EE.

* Travel frequently to all company locations
* Member of Management team that gathered Estimates for repairs and bid submission while conducting ship checks
* TWIC holder for secured areas of vessels and for government vessel checks including Coast Guard, US Army Corp of Engineers and NOAA

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**DIRECTOR HUMAN RESOURCES**

***WOERNER TURF, WEST PALM BEACH, FLORIDA* 2002-2006**

Manage day-to-day operations of all Human Resources activities for seven companies throughout the country. Responsible for all self-funded benefits, enrollments and provider bids for renewal, payroll, recruitment, training, diversity, legal compliance and safety. Also responsible for employee relations and conflict resolution. Converted payroll from ADP to ABRA, managing all payroll and self-funded benefits programs in-house.

* Developed new hand book in both English and Spanish
* Frequent travel to all company locations throughout the US including CA, FL, SC, AL, TX, IN and Hawaii
* Increased staffing by adding 900 seasonal positions the 1200 company employee population for the harvest months of May thru October
* **Expand the pipeline of new ideas**

**REGIONAL HUMAN RESOURCES MANAGER**

***BOAR’S HEAD PROVISIONS, HOLLAND, MICHIGAN* 2001-2001**

Responsible for all aspects of the Human Resources function to include budget, compensation, benefits, computerized HR system, policies and procedures and the implementation of sound employee relations. Maintain a Union free environment, liaison with outside counsel on all employment issues and serve as mediator for Union facilities. Responsible for new HRIS activation and all employee communications.

* Negotiate new CBA with the company’s two unions as First Chair
* Region included travel to locations in Michigan, Virginia and New York
* Serve as Mediator for company grievance policy

**VICE PRESIDENT, HUMAN RESOURCES**

***UPPER CRUST BAKERY, PHOENIX, ARIZONA* 1994-2001**

Responsible for maintaining and enhancing the organization’s human resources by planning, implementing and evaluating employee relations and human resources policies, programs and practices. Responsible for all recruiting, diversity, benefits management, pay plans, legal compliance, training and organizational development.

* Successfully negotiated CBA for newly acquired bakery as First Chair
* Develop and manage all project documentation for acquisitions including project plans, human resource plans, change management plans, communications plans and HR integration
* Enhanced employee relations effort by writing an employee handbook in both English and Spanish
* Travel to all company locations in California and Arizona frequently
* Created a HR plan to get our people ready to execute on the company business strategy and goals by; **Assess our current workforce, Creating employee development plans, Performing a gap analysis, Decide if/how to increase resources for the future**

**DIRECTOR HUMAN RESOURCES**

***OAK CANYON INC., PHOENIX, ARIZONA* 1992-1994**

Responsible for all human resources activities for this 250 employee furniture manufacturer to include compensation, wage/salary administration, employee relations, benefits, safety, recruiting and legal compliance. Also responsible for training and HRIS. Developed appraisal system for all employee levels.

* Reduced turn-over rate by 50 % in the first 6 months
* Implemented company HR policies and procedures
* Manage all self-funded benefit programs, including 401K
* Oversee all Employee/Labor relations activities
* **Adopt a “Test and Learn” Approach**
* **De-certified union in Mexico**

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**REGIONAL HUMAN RESOURCES/EMPLOYEE RELATIONS MANAGER**

***KAY BEE TOYS, MT. POCONO, PA/PHOENIX, ARIZONA* 1986-1992**

Responsible for recruiting, training, benefits management, safety, security, employee orientations, policy/procedure interpretations and public relations. Also responsible for wage administration, organizational development, worker’s compensation, investigations/conflict resolution, grievance process and all human resources related activities. Responsible for all conceptual ideas and visions and translating into concrete deliverables and measureable results for acquired companies as the company grew from 18000 EE and 420 stores to 42000 EE and over 1250 stores.

* Travel extensively throughout the region that included locations from Alaska to Puerto Rico
* Extremely knowledgeable of all state labor laws including Puerto Rico
* Achieved recognition as having the best Safety programs company wide, for two consecutive years within the western US region including Puerto Rico, Hawaii, Alaska
* Developed and implemented a model training program that was adopted by the company
* Coordinate due diligence for all HR activities for acquired companies and HR integration
* Determine and drive communications strategy, manage new process for all new EE

**PERSONNEL MANAGER**

***US ARMY, USA and EUROPE* 1975-1986**

Responsible for all personnel administration, budget preparation, training, employee relations, employment law, recruitment, benefits, classification, labor relations, logistics and maintenance management. Manage promotions, wage/salary administration and labor relations. Directly supervised 200 employees.

* COR for the National Training Center Instrumentation program for active Army unit training in California
* Selected as ground Commander for the A-10 survivability testing
* Establish Residency program for all newly graduated Medical School students entering military service in the specialties of; Radiology; Pediatrics; Orthopedics and Cardiology/Vascular

**EDUCATION**

University of Puerto Rico Bachelor of Arts, 1975

Training on PeopleSoft, SAP, ABRA and ROSS HRIS platforms

Training on Six Sigma and Lean Manufacturing

**REFERENCES AVAILABLE UPON REQUEST**