

G. EDDIE PAEZ  
1223 S. 23<sup>rd</sup> Street  
Milwaukee, WI  
(414)643-7704

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**SUMMARY:** More than 12 years of Human Resource & Management experience in a diversified workforce. Background includes: benefit administration, new employee orientation, policies, procedures, recruiting, safety awareness, hiring, training, staff development, annual evaluations, promotions, back ground investigations, internal investigations, community relations.

**AREAS OF EXPERTISE:**

- Developed Employee Assimilation Program to improve new employee orientation to policies and procedures.
- Initiated partnering with management to develop internal communications and promote organizational, personnel and employee developmental programs.
- Trained staffed to manage daily inquiries, verify employment, conduct interviews, and schedule new employee training.
- Prepared training plan to refocus employees after a major reorganization.
- Managed staff training program to resulting in workforce skills aligned to agency goals.
- Provided employee awareness seminars on topics such as current procedures, benefits, and policies.
- Established new communication procedures with 5 other department supervisors.
- Liaison to the City of Milwaukee based on years of technical experience.
- Staff under my direction was the City of Milwaukee's first choice contractors for more than ten years.
- Helped agency receive the City of Milwaukee Innovation Award in 1996 for Organizations Quality of Service.

**PROFESSIONAL EXPERIENCE:**

1998 – Present **Associate Director/HR** – MCC Neighborhood Improvement Project. Milwaukee, Wisconsin

- Agency Director also in charge of department HR
- Day to day operations
- Public relations
- Agency liaison to police, city and county, business community, private sector and community groups
- Monitor employee production
- Hire, supervise and train up to 65 persons

2004- Present **Youth Build Coordinator** – MCC Neighborhood Improvement Project. Milwaukee, Wisconsin

- Public relations/ reporting
- Manage supervisory staff
- Monitored training of participants
- Monitored education of participants
- Coordinated education, housing construction, and overall well being of participants

1996-1998 **Coordinator** – MCC Neighborhood Improvement Project, Milwaukee, Wisconsin

- Managed day to day operations of programs
- Negotiated and established wage rates for new and current job classifications
- Monitored and enforced the safe use of all equipment
- Analyzed program design to anticipate and minimize problems areas
- Successfully completing all projects on time and under budget

#### **EDUCATION:**

Current B.A., Business Management – Cardinal Stritch University, Milwaukee, Wisconsin  
(Anticipated date of graduation April, 2007)

2004 Associate, Business Management – Cardinal Stritch University, Milwaukee, Wisconsin

2004 Human Resources Certificate – University of Wisconsin, Milwaukee, Wisconsin  
Course work included:  
HR Management  
Dealing with Difficult People  
Safety and Health Issues in the Workplace

1990 Associate, Business – University of Wisconsin, Milwaukee, Wisconsin

#### **ADDITIONAL TRAINING:**

Milwaukee County Emergency Management Training Certificate-  
Incident Command System, August, 2005

Emergency Management Institute Certificate/ FEMA,  
National Incident Management System, July, 2005

State of Wisconsin Emergency Management Training,  
Community Emergency Response Team/ CERT, July, 2005

#### **CIVIC LEADERSHIP:**

2003 – Present **Vice President** – Tri-Corp Housing, Milwaukee, Wisconsin  
Board of Directors

2000 – Present **President** – Business Improvement District #4, Milwaukee, Wisconsin  
Economic Development Agency

1998 – Present **Policy Committee Member** – City of Milwaukee, Milwaukee, Wisconsin  
The only non-elected person on a city policy committee.