

**ALVIN C. HILL, JR.**  
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### QUALIFICATIONS SUMMARY

Effective human resource professional and diversity advocate, focused on organization-wide collaboration, leadership development, education strategies, and implementation of diversity programs. Solid human resource experience includes staff hiring, evaluation, guidance, training and development. Adept at analyzing and resolving conflict utilizing solid communications and relationship-building skills. Establish and maintain cooperative rapport with all levels of an organization.

### EXPERIENCE AND ACHIEVEMENT

MILWAUKEE CENTER FOR INDEPENDENCE,  
NEW HEALTH SERVICES: Milwaukee, Wisconsin

2004 to Present

#### **Director of Diversity, Learning and Development (promoted in 2006)**

Responsible for designing, implementing and monitoring agency-wide diversity programs, processes and initiatives to ensure diversity, equal opportunity, and respect for all.

- Promote and sustain a professional workplace culture producing a high level of morale, retention and productivity.
- Partner with all business units to effectively participate and manage diversity initiatives.
- Develop and implement a diversity education process for employees and managers to heighten the mission; monitor, measure and evaluate agency-wide progress in achieving goals for workforce diversity.
- Collaborate with senior leaders to integrate diversity practices throughout the organization and meet goals.
- Staff the MCFI Diversity Team, providing training, resources and leadership.
- Work with the HR Director and managers to align leadership development and education strategies with MCFI business plans to promote long-term leadership development objectives.
- Develop specific training for departments requiring additional support after identifying skill and/or competency gaps. Coordinate training locations, set up, and evaluations.
- Build relationships with community resources to attract, retain and promote a diverse workforce.
- Represent the agency both internally and externally as a resource on diversity issues.

#### **Human Resources Specialist**

Responsible for managing high-volume applicant flow process including reference verification, criminal background checks, employee orientation, and offer to hire, within guidelines of WI Caregiver Statutes.

- Plan and conduct mandatory, annual employee training on OSHA requirements and Safety practices.
- Administer Workers Compensation Insurance, maintaining mod factor at lowest possible level.
- Recruit pool employees; conduct phone interviews; screen applicants.
- Develop retention strategies to reduce unemployment costs and maintain company goals.
- Promote Equal Employment Opportunity and Affirmative Action initiatives.

EXPERIENCE AND ACHIEVEMENT, continued

BENEDICT CENTER: Milwaukee, Wisconsin

2003 to 2004

**Development Director**

Responsible for fundraising, data management, grant applications, donor programs, community relations, volunteer coordination, campaign direction, and special events.

- Staff liaison for New Opportunities and Major Gifts board committees.
- Agency representative to Friends of the Benedict Center.

H&S CONSULTANTS: Milwaukee, Wisconsin

2001 to Present

**Diversity Training Consultant**

Provide diversity and related training to client companies in the areas of:

- Cultural Barriers and Differences
- Conflict
- Valuing Differences
- Managing Generations in the Workplace

SITE PERSONNEL SERVICES, INC. Menomonee Falls, Wisconsin

2001

**Manager of Diversity Recruitment**

Hired for start-up of Diversity Services Business Unit to market Diversity Recruitment and Consulting Services to targeted client base and marketing professional, diverse candidates to companies.

MILWAUKEE METROPOLITAN SEWERAGE DISTRICT: Milwaukee, Wisconsin

1998 to 2000

**Human Resource Generalist/Training/Affirmative Action Officer**

Responsible for staff training and development, career counseling, tuition reimbursement, affirmative action activities, policy review, charge investigation, workforce diversity enhancement, and internal counseling for department heads on sensitive issues.

- Established District Diversity Council; served as Council Advisor and Trainer.
- Collaborated with staffing personnel to increase minority employees by 3% within one year.
- Assisted in developing and coordinating the district-wide Employee Career Development Program.
- Recommended and established the First Line Supervisors Forum; coordinated, developed and presented Supervisors Professional Development Programs; functioned as Forum Advisor and Facilitator.
- Assisted in the development of a District Labor Management Committee. Conducted initial group development training and served as committee advisor.

EXPERIENCE AND ACHIEVEMENT, continued

SAFE LINE LLC/RITEWAY BUS SERVICE: Milwaukee, Wisconsin 1995 to 1998

**Terminal Manager** (1996 to 1998)

Overall management responsibility for terminal operation including human resources, dispatch, recruitment, customer service, safety, vehicle maintenance, facility management, and training.

- Led terminal to obtain highest MPS TQM Service Rating for 1996/97 school year.
- Developed, promoted and maintained positive employee relations programs that successfully defeated union organizing attempt.
- Received the Milwaukee Urban League Employer Retention Award for highest employee retention.
- Promoted and developed staff of six supervisors after two-thirds turnover within one year.

**Manager, Recruitment and Human Resources** (1995 to 1996)

Responsible for overall management of recruitment program to ensure an adequate supply of qualified candidates for support staff and driving positions. Managed human resource, customer service, and training management department functions.

WISCONSIN ARMY NATIONAL GUARD: Milwaukee, Wisconsin 1971 to 1997

**Chief, Human Resources / Sergeant First Class**

Administered the Equal Opportunity Program to ensure strict adherence to federal laws and military regulations. Received and documented discrimination and sexual harassment complaints and directed procedures. Assisted with investigations; wrote and established policies and procedures. Trained, scheduled, supervised, motivated, and evaluated a staff of 57 field trainers.

AFFILIATIONS

Member, Milwaukee Chapter Human Resource Management Association (HRMA)

Member, American Society for Training and Development (ASTD)

Past President, Wisconsin Association of Equal Opportunity (WAEO)

Board President, Granville Brown Deer Chamber

Member, Wisconsin Rehabilitation Council

Founder and Chairman of Career Options, a church-based organization providing career enhancement for youth and job fair/skill enhancement for adults

Past Chairman, Trustee Board, Greater Galilee Baptist Church

Member, Deacon Board Ministry

**PRESENTATIONS**

*Generational Diversity*, Daimler Chrysler Motors, Kenosha  
*Generational Diversity*, Aurora Healthcare, Milwaukee  
*Valuing Differences*, Moraine Park Technical College, Fond du Lac  
*Marketing Yourself in Turbulent Time and Generational Diversity*, WAE0, Milwaukee  
*Motivation and Networking*, MRA-The Management Association, Inc., Waukesha  
*Diversity Council Training*, Independence First, Milwaukee  
Guest Instructor, *Workplace Ethics*, Lakeland College, Milwaukee and Waukesha  
*Generational Diversity*, Kind Care, Inc., Milwaukee  
*Generational Diversity*, Aids Resource Center of Wisconsin, Milwaukee  
*Cultural Competence*, NMS Bank, Milwaukee, WI

**PUBLICATIONS**

*Ten Strategies for Managers in a Multicultural Workforce*, published in *HRfocus*  
(formerly, *Personnel*, American Management Association's Human Resources Publication)

**EDUCATION**

MILWAUKEE AREA TECHNICAL COLLEGE: Milwaukee, Wisconsin  
**Associate of Arts Degree, Marketing**

UNIVERSITY OF WISCONSIN: Milwaukee, Wisconsin  
**Certificate in Training Program**

DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE:  
Patrick AFB, FL.  
**Certificate in Equal Opportunity Management**