

**ROBERT J. RUSTMAN**  
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**EDUCATION**

2005 - Present                    **University of Phoenix, Phoenix, AZ**  
Masters in Business Administration with a concentration in Human Resource Management

2000-2004                        **Northern Michigan University, Marquette, Michigan**  
Bachelor of Science in Marketing  
AACSB Accreditation

**EMPLOYMENT BACKGROUND**

August 2007 –                    **Human Resource Manager/Area Coordinator**  
Present                              Securitas Security Services USA, Inc., Chicago, IL

- Travel to 4 different branch offices and assist with HR functions
- Manage Benefits for 1700 employees
- Manage workers compensation
- Manage unemployment claims
- Complete recruitment life cycle
- Managed effective recruitment and retention numbers for 2006, 2007 and 2008
- Union management (SEIU 73 Local 1)
- Manage the with disciplinary/corrective action process for branch
- Assist with payroll functions on HRIS system
- Assist with all new hire orientations
- Assist with all recruiting functions
- Assist with EEOC/AA charges
- Employee development
- Training and Development

May 2007 –                        **Human Resource Manager**  
August 2007                       Securitas Security Services USA, Inc., San Mateo, CA

- Manage HR Staff of 2 people
- Manage the branches online Human Resources Management System
- Manage the recruitment process for branch
- Manage the disciplinary and corrective action for over 200 employees
- Manage EEO Claims
- Investigate all harassment and discrimination claims
- Work with Employee Relations to resolve employee complaints
- Manage benefits program for a branch
- Manage workers compensation
- Manage unemployment claims
- Manage the online LMS Training center
- Employee development

May 2006 –                        **Human Resource Specialist**  
May 2007                            Securitas Security Services USA, Inc., Chicago, IL

- Manage Benefits for 1200 employees
- Manage workers compensation
- Manage unemployment claims
- Complete recruitment life cycle
- Managed effective recruitment and retention numbers for 2006
- Union management (SEIU 73 Local 1)
- Assist with disciplinary/corrective action
- Assist with payroll functions on HRIS system
- Assist with all new hire orientations
- Assist with all recruiting functions
- Assist with EEOC/AA charges
- Employee development
- Training and Development

February 2006 – **Corporate Education Specialist**  
May 2006 University of Phoenix, Schaumburg, IL

- Drive corporate development
- Admissions Counselor
- Work with successful companies in the Northwest Suburbs to drive applications and student enrollment
- Sell the University of Phoenix products
- Obtain successful numbers through cold calling and face to face marketing

April 2005 - **Assistant Store Director**  
January 2006 Abraham Lincoln Presidential Library and Museum, Springfield, IL

- Management of 25 team members
- Work with Operations, Training and Development, Personnel/Human Resources
- Run a successful, 2.7m sales floor with double digit increases
- Merchandising and Visualization

### **JOB SKILLS**

- Proficient knowledge in All Microsoft Office Products (2003, 2007)
- Proficient knowledge in SAFES
- Proficient knowledge of HRIS Systems
- Proficient knowledge of Store Controller
- Proficient knowledge of Staff Works
- Proficient knowledge of ADP Products
- Proficient knowledge of Peoplesoft 7.0, 7.5, 8.0
- Proficient knowledge in Scanning and Digital Camera Products
- Proficient knowledge in Adobe Acrobat Professional
- Knowledge in Macromedia Products
- Knowledge in Remedy Support
- Knowledge in Adobe Photoshop
- Knowledge in SCT Banner Products

### **ACTIVITIES AND MEMBERSHIPS**

- Member of Society of Human Resource Management
- Member of Society of Human Resource Professionals
- Volunteer for Society of Human Resource Manager 2008 Global Conference and Expo, Chicago,IL
- Member of Teaching, Learning, Communicative Executive Board - Northern Michigan University
- Member of First Impression Ambassadors
- Chair, Northern Arts & Entertainment
- Member of American Marketing Association
- Associated Students Of Northern Michigan University (ASNMU)
- Co-Chair, Special Events Committee
- Secretary, Northern Arts and Entertainment
- Editor-in-Chief, High School Yearbook
- Developed and Maintained High School Website (<http://www.jburgd12.k12.il.us>)
- Boy Scouts (Life Ranking)

**References available upon request**