

# Phillip E. DeRuntz

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## Professional Summary:

Administrator & university instructor with over ten years of expertise in change management, business process development and implementation, operations, human capital management, and systems design. Recent experience includes development of operationalized business processes aligned with critical FDA regulatory requirements. Responsibilities include full P. & L. oversight, human resources, purchasing, inventory and distribution controls as well as startup company creation. Essential qualities are: collaborative, data-driven, process-oriented, and strategically-minded leader.

## Experience:

2014

**Adjunct Faculty**, University of Wisconsin

- Measurement for Counselors & Educators: Developed curriculum/syllabus and instructed multicultural graduate students how to understand and utilize assessment instruments and procedures in the areas of aptitude, achievement, intelligence, personality, career, and clinical diagnostics.
- Used adult learning principles, instructional design theory, and measurement and evaluation methodologies to design and deliver blended learning solutions.
- Applied psychometric properties of assessment through Blackboard Collaborate, Desire2Learn, and McGraw Hill's Connect webinar applications.

2012-Present

**Director**, Student Advocacy Specialists, LLC

- Utilized NASP Best Practices and Data-Driven problem solving models.
- Conducted Functional Behavioral Assessments for Behavioral Intervention Plans.
- Provided parents with personalized consultation, knowledge and skills to help their children develop their cognitive, behavioral, and social/emotional skills.

2012

**Analyst**, Baxter International, Inc.

- Utilized disparate databases and financial information systems to develop complex financial contracts in regulatory/clinical compliance with the FDA.
- Applied predictive analytics skills to collect, organize, audit, & process metadata from divergent databases using ISO 9000 standards.
- Worked extensively with MS Outlook, Word, Access, PowerPoint & Excel (vlookup & pivot tables), J.D. Edwards Worldvision Hardware Tracking System, VIP DocView, Oracle EnterpriseOne & and MS SharePoint ERPs.

2006

**Project Manager**, Aramark Management Services, LP

- Used organizational change management techniques for process improvements.
- Utilizing automated data systems to create report, forms, charts, and statistics.
- Providing quality control of accounting functions to perform work in support of analytical/evaluative functions such as manpower management.
- Performed risk management to improve workplace safety & environment
- Prepared regulatory compliance audits and remediation interventions.
- Implemented employee incentive programs to improve safety & performance.
- Analyzed annual and strategic capital improvement plans to forecast budgets.
- Improved multicultural team performance through leadership training and staff development.

- 2004 – Present      **Trustee, Warren-Waukegan FPD**  
 -Applied data-driven decision making & predictive analytics to drive continuous improvement strategies and change management transformation.  
 -Utilized scientific-based methodologies and SWOT analysis strategies.  
 -Directed Accounts Payable and Accounts Receivable activities.  
 -Scheduled investments to improve ROI & meet cash-flow requirements.  
 -Created and presented monthly Public Meeting Agendas, Treasurer's Reports, annual and multi-year capital multi-million dollar budgets, & audit documents.  
 -Negotiated complex multi-million dollar contracts with governmental agencies.  
 -Established risk management policies, procedures, and ordinances in conjunction with local, state, and federal NIMS (National Incident Management System).
- 1995 - 2006      **Asst. Director of Finance & Operations, School District #70**
- 1993 - 1995      **Instructor, Aptakisic School District**
- 1988 - 1990      **Change Management Consultant, Arthur Andersen LLP**  
 -Established organizational change management plans across all areas of focus including communications, leadership, stakeholder engagement and action planning, end-user training, organizational alignment, design, transition, and capacity transfer.  
 -Conducted financial and operational analysis for process & product improvement using statistical modeling and forecasting systems.  
 -Researched best practices to implement change management strategies.  
 -Developed team-building initiatives and coaching strategies to improve employee performance across a wide range of corporate cultures and business environments.
- 1980 - 1984      **Computer, Laser & Thermal Imagery Specialist (45G), U.S. Army Veteran**  
 -Honorable Discharge with Secret Security Clearance & Letters of Commendation.

#### **Education:**

- 2011      Alexian Brothers Center for Professional Education, **Cognitive Behavioral Therapy with Children, Adolescents, and Families, Certification**
- 2008 – 2011      The Chicago School of Professional Psychology, **Ed.S. candidate, 3.98 GPA**  
 -Award-Winning Author, First Place for “Stories of the Homeless”
- 1994 – 1996      Northern Illinois University, **Business Management Certification, 4.0 GPA**
- 1990 – 1992      University of Illinois, **Master of Education, 3.9 GPA**
- 1984 – 1988      University of Illinois, **Bachelor of Science in Finance, 3.85 GPA**

#### **Specialized Training:**

- 2015      **North East Multi-Regional Training**  
 • Current Trends in Drug Abuse by Bruce R. Talbot  
**American Red Cross**  
 • CPR / AED for Professional Rescuers and Health Care Providers with First Aid
- 2014      **Department of Homeland Security & F.E.M.A.**  
 • ICS-100, 200, 300, & 400 (Incident Command Systems)  
 • IS-317, 700, & 800 CERT & NIMS certifications
- 2014      **National Emergency Response and Rescue Training Center**  
 • Enhanced Threat and Risk Assessment Certification
- 2013      Chicago Department of Public Health, **Psychological First Aid Cert.**
- 2013      National Council for Behavioral Health, **Mental Health First Aid Cert.**