TOMAS G. REVELES, J.D., SPHR

SUMMARY OF QUALIFICATIONS

Seasoned human resources leader with an extensive background as a tactical and strategic business partner. Experience includes Fortune 500 corporate and field assignments, hub and multistate management, union and non-union engagement; as well as, experience holding various leadership and frontline positions in operations. Combined knowledge, skills, and abilities include:

- Knowledgeable in Labor and Employment Law
- Extensive experience in the application and interpretation of Collective Bargaining Agreements
- Demonstrated proficiency in conflict resolution, negotiation and mediation
- Proven analytical, research and writing skills
- Policy, regulatory, and legal interpretation
- Experienced in use of Targeted Selection
- Broad background in operations management
- Experience in merger integration and workforce reduction
- Possess interpersonal savvy, ability to develop strategic and effective relationships with senior leaders while influencing policy and decision making
- Proven leader, manager and trainer
- Proficient in Microsoft Office, Oracle & PeopleScout

ACCOMPLISHMENTS

- Successfully managed HR services for both the US Airways Phoenix Hub Operation and the Las Vegas Field Station (the largest in the US Airways system). Both stations achieved a perfect score of 5.0 on their 2009, 2010 and 2011 scorecards, which utilized performance and operational metrics for Safety, Reliability, Convenience, Appearance and Financials.
- Trained Operations leadership and facilitated implementation of a new Attendance Control Program, which led to a decrease in paid sick time of 44% and a 50% reduction in turnover year over year.
- Successfully managed a large scale (1000 +) reduction in force, leading to the conversion of the Las Vegas Hub to a "Field Station" status. Prepared and delivered severance agreements, drafted WARN notifications, conducted roundtables, oversaw personnel transfers, organized outsourcing and resource fairs, and assisted in the planning and development of the station restructure.
- Reduced costs, improved efficiency, and increased morale, by redesigning coverage for the Phoenix Hub administrative team.
- Developed onsite HR Service Center to consolidate HR functions, engage employees, meet hub recruitment and training needs, drive online utilization of "Wings" website and promoted the use of My HR and Total Rewards.
- Drove and promoted HR Diversity and Inclusion initiatives as a member of the Corporate Diversity Council.
- Increased hub representation of women and minorities by 100% YOY in duty manager position and 50% YOY among minority shift managers in Passenger Service. Led effort to create two Company affinity groups dedicated to career development, retention and recruitment: PLANE (Hispanic) and Serve*US* (Veteran).
- Led, supervised and trained a team of 28 representatives in Customer Relations; wrote department guidelines and procedures for resolution of Star Alliance, European Union and Go Caribbean issues.
- Restructured Customer Relations team to meet business needs by successfully writing 5pt. cost justifications to convert (5) FTE's to (10) PTE's, which improved talent, retention and customer responsiveness.

EXPERIENCE

US AIRWAYS, Tempe, Arizona — **December 2004 – Present**

HR Manager

Phoenix Hub Operation & West Region (22 station region across 8 states)	**May 2012 - Present**
Phoenix Hub Operation & Las Vegas Hub/Focus City/ Large Station	**June 2009 – May 2012**
Phoenix Hub Operation & Corporate Finance	**July 2008 – June 2009**
Phoenix Hub Operation & Central Region (22 station region across 15 states)	**August 2007 – July 2008**

Lead on-premises human resources services and strategy for a major hub operation and a multi-state region encompassing the Pacific Mountain West. The Phoenix Hub has over 1,600 employees and operates approximately 200 daily flights to destinations throughout the US, Canada and Mexico. Support multiple executive officers and provide employee relations, recruitment, salary administration, performance management and organizational development to over 3,000 employees in multi-union and non-union work groups.

- Partner with sr. leadership to ensure a connection between organizational objectives and people strategies.
- Investigate and resolve employee grievances, claims of harassment and discrimination.
- Ensure compliance with area labor agreements, employment regulations and required postings.
- Recruit, source, select and interview candidates for frontline and management positions.
- Oversee disciplinary actions, terminations and performance evaluations to ensure consistency.
- Provide counsel and recommendations to leadership by partnering closely with Legal and Labor Relations.
- Advise management on FMLA issues and review all ADA accommodation requests.
- Collaborate with benefits, compensation, records and payroll to resolve escalated employee issues.
- Plan, organize and direct a wide range of training and development programs for employees at all levels.

Operations/Leadership, Airport Customer Service Division — **December 2004 – August 2007**

HR CERTIFICATION & LAW LICENSE

- Senior Professional in Human Resources (SPHR), HR Certification Institute
- Member, State Bar of Wisconsin, Attorney License #1035038

EDUCATION

UNIVERSITY OF WISCONSIN–MADISON LAW SCHOOL, Madison, Wisconsin

Juris Doctor, Samson Fellowship, 2000

- Legal Intern, US EEOC
- Legal Intern, Civil Rights Division, Office of the Arizona Attorney General
- Legal Intern, Employment Defense Unit, Office of the Arizona Attorney General

NORTHERN ARIZONA UNIVERSITY, Flagstaff, Arizona

Master of Education in Counseling, with an Emphasis in Human Relations, GPA 4.00, 1998
Master of Education in Leadership, GPA: 4.00, 1997

ARIZONA STATE UNIVERSITY, Tempe, Arizona

Bachelor of Science in Political Science, GPA: 3.77
Bachelor of Arts in History, 1994