

Lucas E. Hartman

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CAREER OBJECTIVE:

Combine extensive Department of Defense experience with in-depth knowledge of Management and Organization sciences to best serve a firm in the government contracting, management consulting, or defense industry.

PROFESSIONAL SUMMARY:

Nine-year Marine Corps Veteran with small team leadership skills, offering quantitative and qualitative analytical skills, process improvement, and implementation of change initiatives. Strategically-oriented and integrity-driven professional with the following capability service areas:

- Organizational Development
- Business Process Reengineering
- Human Resource/Capital Management
- Strategy Formation and Execution
- Mission and Functions Alignment
- Training and Development Management
- Program and Project Management
- Organizational Change Management

SECURITY CLEARANCE:

Cleared for Secret information based on NACLC investigation completed in September 2010

EMPLOYMENT HISTORY:

American Public University System

- Online Instructor Charles Town, West Virginia May 2011 to Present

United States Marine Corps

- Senior Noncommissioned Officer Reading, Pennsylvania August 2007 to October 2011
- Noncommissioned Officer Mount Morris, Michigan March 2005 to August 2007
- Junior Enlisted Quantico, Virginia June 2002 to March 2005

EDUCATION AND PROFESSIONAL CERTIFICATION:

Capella University, Minneapolis, Minnesota

- **Doctor of Philosophy in Organization and Management**, anticipated June 2012
- 105/120 credits while employed full-time
- Dissertation: Ethics officer perceptions of leadership selection and the characteristics/traits of ethical and unethical leadership: A Delphi Study
- Relevant Coursework: *Organizational Theory, Accounting and Financial Management, Managing and Organizing People, Statistical Research Techniques, Strategy, Leading at the Top Upper Echelon, Executive Development, Applied Research Techniques.*

Liberty University, Lynchburg, Virginia

- **Master of Business Administration in Leadership**, March 2009

American Military University, Charlestown, West Virginia

- Bachelor of Arts in Legal Studies, December 2007

PROFESSIONAL ASSOCIATIONS:

- Academy of Management
- Society of Business Ethics
- Society of Corporate Compliance and Ethics
- Society of Human Resource Management

WORK EXPERIENCE:***Professor of Management Sciences***

As an Instructor with American Public University Systems, I am responsible for individually facilitating undergraduate courses in Management Ethics, Ethics Fundamentals, Organizational Behavior, Human Resource Development, and Organizational Change Management. Drawing from a rich professional and educational background, I execute effective classroom management in a variety of ways: instruct students while keeping up-to-date with current advances in both research and pedagogy, choosing appropriate course material, facilitating dynamic discussions, grading, etc. Broadly, my areas of instruction include human characteristics and their impact on management and organizational performance, continuous learning and development of human capital, responsibilities of management and individual employees within the organization and greater society, ethics and compliance within an organization, and effective management techniques for organizational change and management. Demonstrating a clear desire to disseminate knowledge efficiently and effectively, I remain immersed in current literature and periodicals to keep abreast and apprised of developments within the many sub-fields of the management and pedagogy sciences, and ensure mastery of learning management platform, as well as other technologies.

Project and Program Manager

Recognized as the perfect fit for base realignment and closure lead, Mr. Hartman took charge of a government project including more than \$12M in government property. Responsible for managing and preparing government facilities for closure, he took lead of a 12 man staff, directing and supervising their actions pertaining to close-out of an old military installation and relocation to a newly constructed facility. Mr. Hartman served as liaison between the local unit, higher headquarters, contractors, logisticians and the like, to ensure that the closure of one unit and the transition and construction of another unit was conducted within time and monetary constraints. He combated staff members' resistance to change through conducting one-on-one and group training exercises. The old unit was handed over to the property management office two months early, and unit personnel relocated under time and budget constraints.

Mr. Hartman served as a project and program management for the Toys for Tots program at two separate locations. Responsible for the design and development of fundraising events, he designed over 20 events. Designing and managing the events required liaison with the Toys for Tots foundation, and an understanding of governing policies and procedures. Based on established requirement and need, he coordinated with local vendors to execute events such as golf outings, box drops, dinners, raffles, and other special events. Mr. Hartman was also responsible for directing and managing the manpower needed for execution of these events, which raised over \$300K dollars. In addition to designing and delivering fundraising events, he was responsible for the collection, storage, sorting and distribution of over 375K charitable donations. Mr. Hartman coordinated with the local Salvation Army, JROTC, Boys Scouts, and other such agencies to meet manpower needs.

Human Resource Manager

Mr. Hartman worked on a 12 man team, responsible for inspecting and instructing a reserve artillery battery. Within the 12 man team, he was the subject matter expert and battery advisor for all things related to human resources management and personnel administration. Mr. Hartman was responsible for advising senior leaders on the development and implementation of human resource policies and procedures. Further, he was responsible for aligning policies and procedures with the mission of the artillery battery, while ensuring that implementation of policy was conducted in the most effective manner. In addition to the macro- perspective, he directly managed the micro- perspective, responsible for personnel and human resource service to individual Marines, a roughly 150 man reserve unit.

While working at Reading, Pennsylvania, Mr. Hartman was involved in numerous inspections pertaining to human resource and administrative procedures. During his stay, he redesigned processes which increased inspection results by over 15 percent. Legal separation procedures, for example, were labor intensive and exhaustive. Man hours were wasted due to administrative oversight and error. After advising the commanding officer on current issues and lessons learned, Mr. Hartman redesigned the process to include better communication and cooperation between units three echelons higher, and better internal controls tracking through implementation of a database. The new procedures cleared a consistently backlogged separations process, and increased separation procedure effectiveness by 50 percent. Similar process redesign was conducted to the unit's pay, promotions, travel and orders sections. In redesigning the procedures, Mr. Hartman ensured the administrative and human resource procedures aligned with the mission and vision of the unit. Through the effective management and execution of human resource capacities, the unit became more mobile and effective. Mr. Hartman's redesigned procedures were implemented at higher headquarters, and trickled down to the five geographically disbursed artillery batteries.

While working at Headquarters U.S. Marine Corps, Mr. Hartman was involved in a ten man team responsible for dependency determination, marriages and divorces overseas, lack of support issues, and insurance enrollment. During a business process reengineering endeavor, upon initial exploration, the process was manual and labor intensive based upon a paper trail process. Paper logs were kept and in-processed claims were processed in a less than efficient manner with the normal time being, on average, two weeks. Realizing this process was less than optimal, Mr. Hartman developed an Access database enabling prompt in-processing and settlement of claims. The manual compensation of support was added to the database permitting electronic tracking of annual re-evaluation requirements, electronic computations of support, and automation of a paper process. A team training strategy was developed and implemented focused upon database utilization and how the new process impact claims tracking and settlement. To further ownership and buy-in into this new process and to battle the change initiative's resistance, one-on-one and group training was conducted. The implementation of the new process took a once time-consuming process, averaging 2 weeks, to a processing time for claims of less than a day. Subsequently, this business process reengineering endeavor resulted in a 93 percent increase of processing efficiency.

Training and Education Specialist

As the training and education specialist, Mr. Hartman was responsible for the personal and professional development of all human capital. He was solely responsible for tracking and delivering military training and education requirements to a unit of over 150 individuals. Mr. Hartman kept abreast of DoD and Marine Corps training and education requirements specific to military grade and military occupational specialty, and designed and delivered training consistent with human capital development. He advised the commanding officer on matters pertaining to the professional training and development of unit members, and ensured that battery policy letters were consistent with the mission and vision of the DoD and Marine Corps. Further, Mr. Hartman liaised with Headquarters U.S. Marine Corps and Marine Forces Reserve to ensure the most up-to-date educational benefits information was available to employees. He designed and developed local policy to ensure the accurate and timely processing of all educational benefit claims, and professional education courses. Through coordination with the Department of Veteran Affairs and Headquarters, he designed and delivered briefs on the policies and procedures pertaining to educational advancements. Mr. Hartman set the example of personal and professional development, and inspired unit members to do the same. He was also responsible for the training of members on safety and prevention procedures, and designed and delivered quarterly classes on suicide prevention, cardiopulmonary resuscitation, financial planning and relationship management.