

# Matthew W. Burr, MBA, MHRIR, GPHR, SPHR, SHRM-SCP

## PROFESSIONAL EXPERIENCE

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**Burr Consulting, LLC, Human Resources Consultant, March 2015- Current**  
*Human Resources Consultant (New York)*

[Matthew@Burrconsultingllc.com](mailto:Matthew@Burrconsultingllc.com)

[Burr Consulting, LLC](#)

[Blog: What's New in HR](#)

[iTunes: The Upstate HR Podcast](#)

[Facebook: Burr Consulting, LLC](#)

[LinkedIn: Burr Consulting, LLC](#)

Twitter: @Burrconsulting

### Overview of Projects/Services

- *Employee Handbooks Design*
- *Recruiting*
- *Form I-9 Audit's*
- *Small Business for HR*
- *Change Management*
- *Workers Compensation*
- *Organizational Redesign*
- *Training(s)*
- *Compensation Development*
- *On-Call Support*
- *Coaching/Counseling*
- *Safety & Security*
- *Workplace Investigations*
- *HR Audit's/ Compliance*
- *Job Description Design*
- *Interim HR Positions*
- *Payroll/HRIS Support*
- *Mediation/Fact-Finding*

### Summary of Webinars & Training(s)

- National Lease HR Summit 2018, Fort Lauderdale Florida
  - *"HR Compliance: The Necessities of Complying with Policies and Procedures,"* July 2018
- GRC Advisor Online, Global Webinars
  - *"New York State Paid Family Leave,"* May 2018
  - *"Unemployment Claims: How to Prepare for Unemployment Hearings,"* September 2017
  - *"New York State Paid Family Leave: What You Need to Know Before 2018,"* August 2017
- Compliance Key Inc., Global Webinars
  - *"EEOC Statistics That Impact Your Organization,"* June 2018
  - *"Complying with Federal and State Safety Rules,"* April 2018
  - *"How to Prepare for Unemployment Claims,"* February 2018
  - *"Form I-9 Compliance for Small Business,"* November 2017
  - *"NYS Paid Family Leave: What you Need to Know Before 2018,"* November 2017
  - *"Lean Six Sigma for Small Business,"* September 2017
  - *"Payroll & HRIS Systems Management,"* August 2017
  - *"HR Law for Supervisors and Managers,"* August 2017
- ComplianceOnline, Global Webinars
  - *"New Hire Legal Requirements and Processes,"* May 2018
  - *"How to Prepare for Unemployment Hearings,"* May 2018
  - *"NYS Paid Family Leave: What You Need to Know Before 2018,"* April 2018
  - *"Employment Contracts Outside the U.S.,"* September 2017
  - *"US Expatriate Compensation, Planning and Reporting Methodology,"* September 2017
  - *"NYS Paid Family Leave: What You Need to Know Before 2018,"* September 2017
  - *"Employee Retaliation Claims: How to Prevent and Avoid,"* August 2017
  - *"FMLA Statutes for Small and Medium Sized Businesses,"* June 2017
  - *"Unemployment Claims: How to Prepare for Unemployment Hearings,"* May 2017
  - *"NYS Paid Family Leave: What You Need to Know Before 2018,"* May 2017
  - *"NYS Department of Labor Overtime Changes,"* February 2017

- Corning Community College, Corning, NY
  - Non-Profit Leadership Development Series: Curriculum Development & Training; Job Descriptions, Policies/Procedures, Performance Reviews, Harassment and Corrective Action, 2018
  - Training: “Employee Relations Training for Supervisors,” May 2018
  - Elmira Savings Bank Training: “Legal and Effective Interviewing for Supervisors,” July 2017
  - Training: “Effective and Legal Workplace Investigations,” June 2017
  - Training: “HR Law for Supervisors,” May 2017
  - Training: “Legal and Effective Interviewing for Supervisors,” March 2017
  - Training: “HR Law for Supervisors,” November 2016
- Alternatives Credit Union, Ithaca, New York
  - Presentation: “HR Overview for Small Business,” November 2016
  - Presentation: “Becoming a Small Business Owner: Human Resources,” June 2016
- Cameron Manufacturing and Design, Horseheads, New York
  - Design Develop and Training Mid-level managers (3 sessions)
  - Employee Engagement (Who, What, Why), Workplace Communication (Who, When, How) and Coaching/Counseling (Where, Why, How)

**Management Department, Elmira College, July 2017- Current**

*Assistant Professor of Business Administration (Elmira, NY)*

- Continuing Education & Business Administration Department(s) Liaison, July 2018- Current
- Alternate Chair on the Grievance Committee
  - [https://www.elmira.edu/academics/programs/Faculty/Busi\\_Eco.html](https://www.elmira.edu/academics/programs/Faculty/Busi_Eco.html)

**State of New York Public Employment Relations Board (PERB), July 2016- Current**

*PERB Mediation and Fact-Finding Panels (Albany, NY covering the Elmira, NY Area)*

- On-Call Mediator and Fact-Finder for PERB
  - <http://www.perb.ny.gov/factfind.asp>

**Penn State University Continuing Education Department, January 2017- Current**

*Instructor (Wilkes-Barre, PA)*

- Designed and Trained HR Boot-Camp for the Non-Business Professional, 2017.
  - Employee Relations
  - Compensation and Benefits
  - HR Law for Supervisors
  - Talent Management

**TC3 Biz, Corporate and Community Partnership, Tompkins Cortland Community College, May 2016- Current**

*Tc3 Biz Instructor (Dryden & Ithaca, NY)*

- Forkey Construction Sexual Harassment & Bullying Series, July 2018.
- BorgWarner 5-Part Training Series: FMLA, ADAA, NYS PFL, Worker’s Compensation, Employee Relations, Collective Bargaining, Grievances, Workplace Investigations, Supervisor Relations June 2018
- Supervisors and HR Law Training, March 2018.
- Macom Supervisors and HR Law Training, March 2018.
- Alternatives Credit Union Supervisors and HR Law Training, January 2018.
- The Public-Sector Supervisors and HR Law Training, November 2017.
- The Public-Sector Supervisors and HR Law Training, May 2017.
- Forkey Construction Supervisors and HR Law Training, April 2017.
- The Public-Sector Supervisors and HR Law Training, November 2016.
- The Public-Sector Supervisors and HR Law Training, May 2016.
- Legal and Effective Interviewing Training, May 2016.

***Continuing Education Department, Elmira College, January 2016- June 2017***

***Adjunct Professor & Training Opportunities (Elmira, NY)***

- Adjunct AED 5010.555 Critical Issues in Human Resource Development, April 2017.
- SHRM Learning System's Instructor: SHRM-CP & SHRM-SCP Certification Exam Preparation Course, March 2017-May 2017. *100% pass rate SHRM-CP and 67 % SHRM-SCP.*
- Adjunct MGT 4540.02 Human Resource Management Directed Study, January 2017.
- Adjunct MGT 5540.02 Human Resource Management & Development Directed Study, January 2017.
- Adjunct MGT 3720.01 Human Resource Management Day Course, September 2016.
- Adjunct MGT 3710.30 Organizational Behavior Night Course, January 2016.
- SHRM Learning System's Instructor: SHRM-CP & SHRM-SCP Certification Exam Preparation Course, March 2016-May 2016. *100% pass rate for all students on SHRM Certification Exam.*

***Edupliance, May 2016- April 2016***

***Online Webinar Trainer (Global)***

- "Recruiting, Retaining and Engaging Millennials: Student Loan Repayment Options," May 2016.

***The Lenzner Solution, Human Resources Consultant, April 2015- April 2016***

***Human Resources Consultant (Elmira, NY)***

- Sustainable Development Management (SDM) Management Training, Horseheads, NY and Oneonta, NY
  - April 2015; Harassment Free Workplace, Workplace Violence Prevention and Drug Testing Policy

***Workforce Education Department, Corning Community College, January 2015- July 2015***

***Adjunct Professor (Corning, NY)***

- Designed and teaching "Workplace Readiness" curriculum through the Workforce Education Department.

***Corning Hospital, a Guthrie Healthcare Facility, February 2015-June 2015***

***Interim Human Resources (Director) Partner Employee/Labor Relations (Corning, NY)***

- Administered and managed local labor contract for 500+ unionized hourly employees represented by the SEIU. Included 700+ employee's both hourly and salary.
- Developed and implemented historical labor contract management process and benchmarked contract language for upcoming 2016 contract negotiations.
- Led the design and implementation of a rapid action toolkit for quickie "ambush" petition for union elections for the Guthrie System. Project includes; revised union awareness training, designed don'ts and do's training, templates, communication plan, checklists, day 0 through election day processes, what if messages, freedom of choice messaging, leadership expectations, frequently asked questions of management and union, history of labor in America, glossary of terms, reference material, testimonials, labor relations scorecard, quickie election timeline and required action, union statistics and NLRB organizational and flow charts.
- Revised 11 system wide policies; 6 Human Resources policies, 4 Information System Policies and 1 Strategic Planning and Marketing policy. Drafted the Americans with Disabilities Act (ADA) policy.

***Silgan Containers, a Silgan Holdings Incorporated Business, March 2014-September 2014***

***Regional Human Resources Manager (Oconomowoc, WI)***

- Strategically managed labor negotiation preparation for fall 2014 negotiations with the IAM, 2nd chair spokesperson and note taker during 2014 negotiations with the USW and note taker during 2014 negotiations with the Teamster Union(s); Missouri and Wisconsin. Involved with the defense of an Unfair Labor Practice during Missouri negotiations.
- Regionally covered 10 manufacturing facilities throughout the Midwest; 5 Union and 5 Nonunion, administered and managed 6 local labor contracts. Included 900+ employees both hourly and salary. Dotted line reporting structure with manufacturing facilities HR representatives.
- Managed all salaried and consulted on hourly hiring processes at manufacturing facilities.
- Led annual hourly wage review process at nonunion facilities.
- Revised 2 nonunion employee handbooks; collaborated with local HR and operations management.

**Escanaba Paper Company, a Subsidiary of Verso (NewPage) Corporation, January 2012-March 2014**  
*Human Resources Manager (Escanaba, MI)*

**2012 SHRM Foundation Certification Scholarship Recipient:** *Recognized for achievement and commitment to the Human Resource profession.*

- Led HR for multiple areas throughout the Mill; Generalist responsibility included 550+ employees both hourly and salary.
- Administered and managed 3 local and national labor contracts for 900 hourly employees; IBEW, Teamsters and the USW.
- Managed first, second, third step, mediation, and arbitration grievance processes for all local Unions; reduced open grievance backlog from 200+ grievances to 15 open grievances from 2012-2014. November 2013, successful defense of Multi-Craft Staffing arbitration. January 2014, resolution of 18 grievances using non-binding mediation process with the USW.
- Reduced the number of grievances filed by 60%, historically the total number of grievances filed annually throughout the Mill has averaged 190; total number filed in 2012 was 75.
- Strategically designed and implemented key performance indicators for the tracking of open grievances and grievance costs by area and local Union, KPI's were designed as part of the Lean Six Sigma project.
- Collaborated with the operations team on the job redesign, training efforts and transition processes of 26 hourly positions.
- Supervised ten loss prevention officers; responsible for 24/7 safety and security at the mill; ERT training, fire suppression and rope rescue training.
- Supervised two payroll clerks, while managing the biweekly payroll processing for all hourly employees. Successfully transitioned the payroll department from finance to HR and trained a new payroll clerk in 2012 and 2013.

**GE Aviation, a General Electric Company Business, May 2011-August 2011**

*Human Resources Leadership Program Intern (Cincinnati, OH)*

**Clear Thinker Award:** *Acknowledged for contributions made during 2011 contract negotiations.*

**Bombardier Mass Transit Corporation, a Bombardier Incorporated Company, June 2008-July 2010**

*Human Resources (Generalist) Advisor/Trainer (Kanona, NY), June 2008-July 2010*

*Human Resources (Generalist) Advisor (Toronto, ON), November 2009-January 2010*

**Arnot Medical Service, an Arnot Ogden Medical Center Company, October 2007-May 2008**

*Recruitment and Accounts Management Assistant (Elmira, NY)*

**Kennedy Valve Manufacturing, a McWane Incorporated Company, December 2006-August 2007**

*Human Resources/Industrial Relations Intern (Elmira, NY)*

**Teaching Assistant, Elmira College, April 2007-June 2007**

*Co-taught "Effective Negotiation" to 25 undergraduates and graduate students during spring trimester.*

## **EDUCATION, CERTIFICATIONS and TRAININGS**

**M.B.A Master's in Business Administration- Syracuse University, December 2017**

### **• Specialization in Entrepreneurship**

- *April 2016, Negotiations Residency; Syracuse, New York*
- *July 2016, International Residency; Dublin, Ireland*
- *January 2017, The Emerging Cannabis Industry in the United States; Syracuse, New York*
- *Spring 2017, Independent Study Design June 2017 HR Residency (100+ MBA Students); Dallas, Texas*  
<https://onlinebusiness.syr.edu/experience/student-profiles/profile/matthew-wburr/>

**M.H.R.I.R. Human Resources and Industrial Relations- University of Illinois, December 2011**

- *Fall 2011 LER Student Involvement Award: Recognized for exemplary citizenship at the university and in the community; while maintaining scholarly excellence.*
- *Fall 2011, Independent Study "Organizational Conflict Management Systems in Small Business." Published Cornell HR Review, November 2016.*

- 2011 NAHR Ram Charan HR Essay Contest Finalist: Nationwide essay competition for all HR graduate students, top 5 finalists out of 68 entries.
- Spring 2011 LER Student Academic Achievement Award: Recognized for scholarly excellence
- 2010-2011 Whirlpool Corporate Fellowship: Outstanding academic merit
- 2010 SHRM Foundation Academic Scholarship Recipient: Recognized for achievement and commitment to the Human Resource profession

**B.S. Business Administration and Management- Elmira College, June 2007**

- 2007 Recipient: Stand Energy Prize

**A.S. Business Administration- Tompkins Cortland Community College, December 2004**

**Global Professional in Human Resources (GPHR), June 2018- Current**

**HR Certification Institute - HRCI**

[Certification #600782094GPHR](#)

**Society of Human Resources- Senior Certified Professional (SHRM-SCP), January 2015- Current**

**Society of Human Resources (SHRM) Certification**

[Certification #23061-V2Q2T1](#)

**Senior Professional in Human Resources (SPHR), December 2014- Current**

**HR Certification Institute - HRCI**

[Certification #600782094SPHR](#)

**2013 Delta Force Community Leadership Program Escanaba, MI, January 2013-October 2013**

**Delta County Chamber of Commerce- Character, Accountability, Culture, Ethics and Leadership**

- Areas of Focus Include: Leadership, Community Service, Local Government, Economic Development, Education, Law and Order, History and Culture, Environmental Awareness, Health and Human Services & Media and Communications.

**Lean Six Sigma Green Belt, Verso Corporation (formerly NewPage Corporation), May 2013**

- Successfully completed a Lean Six Sigma DMAIC Green Belt project, “Reduce Call-Out and Vacancy Filling Grievances;” effectively reducing the cost of callout and vacancy filling grievances by 35%. Led an RLSS Action Team to streamline the absenteeism tracking process and implement a new payroll/time keeping systems.
- Course work included 72 hours of LSS Green Belt methodology training, 20 hours of Rapid Action Team training and 8 hours of Project Management Tools training.

**PUBLICATIONS**

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**Books:**

[Burr, MW \(2017\) “\\$74,000 in 24 Months: How I killed my student loans \(and you can too!\)” New York: Amazon Prime](#)

**New York State Bar Association CLE Course Material (Taylor Law at 50):**

“The Challenges and Shortcomings in the United States: A Comparative Analysis of Public Labor Union Dispute Resolution Mechanisms,” [New York State Bar Association Taylor Law at 50: Bright Spots and Pressure Points Conference](#), May 2018, <http://www.nysba.org/TaylorLawCoursebook>

**Articles:**

“Talent Management Agility: The Contingent Workforce,”  
[Expert360](#), April 2017, <http://expert360.com/blog/corporate-talent-management/>

“Organizational Conflict Management Systems in Small Business,”

[Cornell HR Review](#), November 2016,

<http://www.cornellhrreview.org/organizational-conflict-management-systems-in-small-business/>

“Student Loan Repayment Assistance: A Perk for The New Generation of Workers,”

Cornell HR Review, April 2016,

<http://www.cornellhrreview.org/student-loan-repayment-assistance-a-perk-for-the-new-generation-of-workers/>

“17 Tips For Quickly Paying Down Student Loans, From Someone Who Paid Off \$74,000.00 In 2 Years,”

Business Insider, May 20, 2014,

<http://www.businessinsider.com/how-to-pay-student-loans-faster-2014-5>

“Changing Demands: The Workforce of Yesterday, Today and Tomorrow,”

Cornell HR Review, December 2011,

<http://www.cornellhrreview.org/changing-demands-the-workforce-of-yesterday-today-and-tomorrow/>

## **GUEST LECTURE, PRESENTATIONS, COMMUNITY OUTREACH, and PROFESSIONAL AFFILIATIONS**

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### **GUEST LECTURE & PAPER PRESENTATIONS-**

#### ***New York State Public Employment Relations Board (PERB)***

- Burr, Matthew, “*Half a Century of Managing Collective Bargaining Conflict: The New York Experience and Beyond*,” The Taylor Law at 50 Conference, May 2018.

#### ***Society of Human Resources Management Tompkins County (SHRMTC)***

- SHRMTC, Monthly Meeting: “*Organizational Misbehavior (OMB)*,” April 2017.

#### ***Watkins Glen Area Chamber of Commerce***

- Watkins Glen High School iLead: “*How to Follow Instructions, Protocol & When to Say No*,” December 2016
- Watkins Glen Area Chamber of Commerce: “*Understanding the FLSA Overtime Regulations*,” November 2016.
- Watkins Glen Area Chamber of Commerce, Small Business Think Tank: “*Setting the Tone for a New Employee’s First Impression of Your Organization: Onboarding and New Hire Orientation*,” December 2015.

#### ***Human Resources Association of the Twin Tiers (HRATT)***

- HRATT, Monthly Meeting: “*Organizational Misbehavior (OMB)*,” November 2016.

#### ***Institute of Human Services***

- Institute of Human Services, Annual Conference: “*Employee Engagement: Engaging Ourselves and Our Workforce*,” March 2016.

#### ***Elmira College (Elmira, NY) & Mansfield University (Mansfield, PA)***

- Elmira College, Career Services Lunch and Learn Series: “*Salary Negotiation*,” April 2016.
- Elmira College, Organizational Behavior Class: “*Managing the Labor Negotiations Process*,” November 2015.
- Elmira College, Career Management Class: “*Biography, Mock Interviewing Workshop, Resumes and Networking*,” May 2015.
- Elmira College, Human Resource Management Class: “*Professional Biography: Human Resources Professionals as Strategic Business Partners and Recruitment and Retention in the Healthcare Industry*,” February 2015.
- HRMU Mansfield University SHRM Student Chapter: “*Career Panel Discussion: HRATT*,” November 2014.
- Elmira College, Principles of Management Class: “*Professional Biography: Day in the Life of a Human Resources Professional, Job Interviewing, Social Networking and Leveraging Internships*,” November 2013.
- Elmira College, Human Resource Management Class: “*Professional Biography: Human Resources Professionals as Strategic Business Partners*” March 2013.
- HRMU Mansfield University SHRM Student Chapter: “*Professional Biography: Day in the Life of a Human Resources Professional*,” November 2012.
- Elmira College, Principles of Management Class: “*An Introduction to Human Resource Management and Job Interviewing- Before, During and After*,” November 2012.
- Elmira College, Career Services Presentation: “*Job Interviewing- Before, During and After*,” November 2012.

- Elmira College, Career Management Class: “*Biography, Career Preparation, Leveraging Internships, Networking, Professional Societies and Social Networking,*” May 2010.
- Elmira College, Human Resource Management Class: “*Professional Biography: Day in the Life of a Human Resources Professional,*” March 2009.

#### **COMMUNITY OUTREACH-**

##### ***Community Dispute Resolution Center (CRDC) Elmira, NY, June 2016- Current***

- Board of Directors June 2016- Current
- Finance Subcommittee Member, June 2016- Current

##### ***Elmira College Ambassador for Spencer Van-Etten High School Elmira, NY, January 2015- Current***

- Liaison between Elmira College and Spencer Van-Etten High School for any interested applicants.

##### ***Human Resource Association of the Twin Tiers (HRATT) Elmira, NY, October 2014- Current***

- President, January 2018- Current
- President Elect, January 2016- December 2017
- Vice President of Marketing and Public Relations, *October 2014- December 2015*
- Horseheads Middle School Mock Interviewer, *October 2014*

##### ***School of Labor and Employment Relations Mentor Program Champaign, IL, June 2014- Current***

- LER Graduate Student Mentor

##### ***2013 Delta County High School Career Fair Planning Committee Escanaba, MI, November 2012-October 2013***

- Planning Committee Board Member, November 2012-October 2013
- Successfully planned and participated in 2013 Industrial Trades Career Fair for local high school students

##### ***Delta County Economic Development Alliance Escanaba, MI, March 2012-March 2014***

- Board of Directors Member, *March 2012-March 2014*
- Operations and Personnel Subcommittee Member, *July 2012-March 2014*
- Jobs for America’s Graduates (JAG Escanaba High School) Mock Interviewer, *April 2012 and May 2013*
- Operation Vet Connection Career Fair and Mock Interviewer, November 2012 & November 2013

##### ***Upper Peninsula Labor Management Council Escanaba, MI***

- High School Collective Bargaining Coach: *April 2012, November 2012, April 2013 and November 2013*

##### ***University of Illinois Career Center Mock Interviewer Volunteer Champaign, IL, August 2010-December 2011***

##### ***Student Society for Human Resource Management (SSHRM) Champaign, IL, August 2010-December 2011***

- Vice-President of External Relations, *August 2010- September 2011*

##### ***Human Resource Association of the Twin Tiers (HRATT) Elmira, NY, July 2008- December 2010***

- Board Member- Public Relations and Marketing Chair, *January 2009- August 2010*

#### **PROFESSIONAL AFFILIATIONS-**

##### ***Greater Valley Chamber of Commerce (GVCC), Waverly, NY, March 2016-Current***

##### ***Tioga County Chamber of Commerce, Owego, NY, April 2016-Current***

##### ***Labor and Employment Relations Association (LERA), January 2016-Current***

##### ***LERA of Central New York (LERA of CNY), October 2017-Current***

##### ***Watkins Glen Area Chamber of Commerce (WGACC) Watkins Glen, NY, December 2015- Current***

##### ***Human Resource Association of the Twin Tiers (HRATT) Elmira, NY, October 2014- Current & July 2008- December 2010***

##### ***Society for Human Resource Management (SHRM), July 2008-Current***

##### ***Metro Milwaukee Society of Human Resource Management (MMSHRM) Milwaukee, WI, March 2014-June 2015***

**Superiorland Chapter of Human Resource Professionals (SCHRP) Escanaba, MI, January 2012-December 2014**

**Student Society for Human Resource Management (SSHRM) Champaign, IL, August 2010-December 2011**

## **AWARDS and RECOGNITION**

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### **2015 Dennis Ryan Memorial Scholarship Award, July 2015**

- *Awarded and Recognized by the New York State Society of Human Resource Management (NYS SHRM) out of 20 applicants, for an individual's professional development in the HR field with the award criteria heavily weighted by volunteerism. The Scholarship included an all-expense paid trip to the 2015 NYS SHRM Conference.*

### **2013 Tompkins Cortland Community College Distinguished Alumni Award, May 2013**

- *Recognized for Outstanding Leadership, Professional Achievement, Contributions to the Community and Involvement on behalf of Tompkins Cortland Community College.*