
SUMMARY OF QUALIFICATIONS

Results oriented, high output General Manager with expertise in directing resources (human, physical, and fiscal) across daily operations and orchestrating the activities of large cross-functional **international** organizations. Passionate about helping people and organizations grow to their potential. Creates long-term value for organizations from customers, markets, and relationships.

- **Strategic Planning**
- **Public Relations**
- **Training and Development**
- **Program Management**
- **Human Resource Management**
- **Logistics**

EDUCATION

Executive MBA– Boise State University, Idaho

Masters of Public Administration – Troy University, Alabama

Bachelors of Science Operations Research – United States Air Force Academy, Colorado

PROFESSIONAL EXPERIENCE

Strategic Planning

- Improved the efficiency of client’s beverage warehouse operations resulting in \$839,000 in potential revenue per product turn
- Provided 100 percent planning capability 4 hours early during a corporate inspection due to planning and management demonstrated under pressure, “Outstanding” for project preparation, planning and support
- Superb planner; directed exercise in chief’s absence—masterfully designed every detail, authored 50 page special instructions and planned 450 training events; report lauded by Company leadership
- Executed unit’s largest exercise to date; evaluated job skills for over 5900 employees
- Directed off-site leadership team; Vital expertise and critical decision making during 2 deployments—impeccable oversight ensured 100% project success rate

Public Relations

- Served a crucial role on the Combined Battle Staff and Crisis Action Team as primary consultant for all Air Force issues during theater level training exercises and real-world contingencies
- Directed coordination of US support for Korean Presidential travel during three international trips; provided Search and Rescue and Intelligence, Surveillance, and Reconnaissance support
- Developed detailed briefing capturing valuable lessons learned to assist follow-on tasked companies
- Presented critical daily planning briefing to American and Korean CEOs during high-level coordinated exercise in Korea

Training & Development

- Trained company leadership as the expert on special projects, multi-national policies and procedures, and tactics
- Recognized as an expert in special projects, chosen to instruct employees in all areas of special project certifications and was hand-picked to be a member of Company Certification Board
- Chosen by the Division Chief to evaluate company’s skills, led to the highest level of employee qualification in over 2 years in the company’s most heavily relied on division

- Trained 37 managers, 254 new employees, and all company newcomers and spouses bolstering awareness and practices as Operations Security Program Manager
- Trained 2 new representatives in undeveloped county, increasing shareholders there from 3 to 14 in 3 days

Program Management

- Expertly managed project contract deliverables and identify resource requirements for 10 US Air Force and 12 international mission planning software contracts
- Instrumental in the optimization of team performance and increasing team productivity by spearheading the Agile method adoption for 35 software programmers and engineers
- Key evaluator of 25 separate financial and performance metrics, both internal and external to the customer

Human Resource Management

- Coordinated with Corporate HR and Division HR to train 3 employees in a specialized field during a company restructuring, solving a critical shortage and bolstering their individual career development
- Chosen at the top HR Professional to manage the reassignment of over 300 employees as the restructuring happened which provided managers and employees an organized process to determine their future

Logistics

- Directed operations during off-site; executed 320 projects using 6 aircraft and 17 employees
- Led Readiness Advance Team; took remote location from “Caretaker” status to “Operational” status ahead of schedule and prepared location for arrival of operations, logistics, maintenance, and communications personnel
- Executed to perfection as Project officer for 12-jet/190-personnel deployment for 2 week exercise

EMPLOYMENT HISTORY

1989-2009 United States Air Force – Operations Officer, Evaluator, Instructor, Director, Commander

2001-2016 Primerica Financial Services – Regional Leader, Registered Representative

2010-2012 MBO Partners – Independent Consultant

2011-2012 MobileDataForce – Account Manager and Business Development

2013-2013 Pacific Northwest Capital Corporation – Director of Corporate Development

2014-2014 Idaho Commerce – Economic Development Intern

2014-2015 Citi Bank – Sears Customer Service and Palette Representative

2015-2016 Tapestry Solutions – Project Manager

2016-2017 Veyo – Rideshare Partner

2017-2018 USHA – Licensed Agent

2018-2019 Blue Raven Solar – Solar Consultant

2018-Pres Relyea Funeral Chapel – Mortician Apprentice

2019-Pres Dignified Transport – Removal Specialist

AWARDS AND RECOGNITION

- Awarded the Defense Meritorious Service Medal and 4 Meritorious Service Medals for exceptionally meritorious service in the Armed Forces of the United States
- Earned 2 Air Medals and an Aerial Achievement Medal for Meritorious Achievement during combat operations

SPECIAL QUALIFICATIONS/COMMUNITY SERVICE

Former President – Idaho Chapter of the United States Air Force Academy Association of Graduates

Vice Chairman – Idaho Internet Crimes Against Children Coalition

Assistant Scout Master/Varsity Coach – Boy Scouts of America, Troop 28, Meridian, Idaho