❒ ❒ ❒

**SUMMARY OF QUALIFICATIONS**

**Leadership | Innovation | Integrity**

**A proven strategic leader at all levels who builds team-oriented, cohesive staffs and conceives new programs and practices that enhance efficiencies.** Exceptional interpersonal skills resulting from experience in both small and large organizations with personnel from diverse backgrounds and cultures. Very knowledgeable of human resource regulations and the implementation of procedures to ensure compliance while also motivating employees. Extensive work in facility management and crisis-action/short-notice project management. Active Top-Secret security clearance (TS-SCI). Committed to maintaining a reputation of quality, service, and uncompromising standards.

**Professional Experience**

 -Present

–

Led a staff of 350+ who administered the training and readiness of over 55,000 Reserve Marines—the largest number assigned to a single commander in the Marine Corps. Mayor of a 183-acre community, including multiple office buildings and warehouses, 234-unit single-family home neighborhood, 98-room apartment complex, conference/community center and club, 92-room hotel, medical & dental clinic, recreational facilities, gym and equipment rental, grocery store and convenience store.

**Achievements:**

* Launched program to improve partnerships/relationships with service support organizations, established their participation in our monthly regional assemblies for over 10,000 reserve military personnel annually at 130+ sites. Initiated effort to offer employee/family assistance programs.
* Instituted program to increase staff professional/personal development and team-building through training on new computer software, Lean Six Sigma, physical fitness, personality assessments and leadership.

 -–

**Achievements:**

*

 -–

**Achievements:**

*

 -–

**Achievements:**

*

 -–

**Achievements:**

**Education**

**, ,** – ,

**, ,** – ,

**Professional Development**

**, ,** – ,

**, ,** – , **, ,** – , **, ,** – ,

**, ,** – ,

**Awards**