

**NAME**

Address  
Address

*Residence Telephone*

*Business Telephone*

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**EMPLOYMENT:**

EXECUTIVE DIRECTOR • AGENCY • City, State 1987 to present  
(Plan & direct daily operations including program, personnel, and fiscal management for a human services agency)

MANAGEMENT CONSULTANT • AGENCY • City, State 1986 to 1987  
(Recruited to assess and restructure employment program to meet federal contractual requirements)

OPERATIONS MANAGER • Company • City, State 1981 to 1986  
(Established and managed new OEM medical manufacturing division)

EMPLOYMENT MANAGER • AGENCY • City, State 1975 to 1981  
(Directed major federal jobs program servicing 1,000+ individuals annually)

PRIOR POSITIONS included sales and facility management.

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**EXPERIENCE:**

**Policy & Procedural Development** - Designed and implemented new policies and procedures within a variety of new, established, and under-productive environments • Management areas encompassed staffing, scheduling, training, workflow, and GMP • Achieved a significant increase in productivity through the establishment of effective policies and procedures, resulting in a 90% reduction in financial penalties with a 20% reduction in staff.

**Budget Preparation & Administration** - Developed and administered \$14M+ annual budget • Assumed P&L responsibility within non-sales environments requiring strict fiscal management.

**Personnel Management** - Performed extensive hiring, training, supervision, and evaluation functions. Developed and directed professional, technical, administrative, and semi-skilled staffs.

**Program Development & Administration** - Designed format, protocol and training program for prototype crisis hotline • Established comprehensive vocational assessment, recruitment and development program to meet career needs of employment program participants.

**Contract Negotiations & Compliance** - Conducted detailed negotiations for state and federal contracts • Insured compliance with contracts from DSS, NISH, DOD, GSA, VA, HUD, and DOL.

**Grant Writing & Administration** - Generated 175% increase in grant monies from businesses and foundations within one year • One of four N.E. facilities to receive HUD grant monies following a rigorous applications process • Reviewed grant proposals, determined award recipients, and monitored grant funds.

**Purchasing** - Purchased services, equipment and raw materials to meet contract specifications and delivery schedules.

**Production Management** - Determined specifications and costing to meet contractual requirements • Planned layouts for manufacturing lines • Developed production timetables • Analyzed manpower and equipment needs for each manufacturing cycle • Developed GMP manuals.

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**EDUCATION:**

BACHELOR OF ARTS • University • City, State

