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### **SUMMARY OF JOB EXPERIENCES**

- U.S. Navy, Surface Warfare Officer – attained the rank of Commander
- Bachelor of Science (BS) Degree in Recreation Management
- Master of Business Administration (MBA) Degree with areas of concentration in Management and Organization Behavior
- Doctor of Philosophy Degree (Ph.D.) with area of concentration in Recreation and Sports Management.
- Recreation Director – strong in recreational programming, personnel management and facility management
- Morale, Welfare and Recreation (MWR) Director – successfully managed MWR programs at all levels: small bases to jumbo bases. Strong in budgeting and financial management skills. With each new assignment I successfully took the MWR program from a financial deficit to one that was resourced ultimately showing “money in the bank.”
- Focus group skills – to accomplish program and financial changes the focus group method of change was used as a survey and base-lining technique. Strongly advocates of the use of focus groups and have skills to host and facilitate group discussions.
- Change management – was the “plank owner” in the establishment of the Community Support Program for Navy Region Northeast. Consolidated all Community Support functional programs and business processes under one single regional management system.
- Systems analysis and systems development – skillful at analyzing existing programs, functions, and processes and then developing systems for future accomplishments that can be executed at the lowest levels.
- BRAC closures – provided oversight and management of the closure of NAS Moffett Field’s MWR program. Developed and executed the closure of the Navy Region Northeast’s Community Support Program which closed on scheduled, and successfully placed 95% of staff in jobs equal to, or in most cases, better than, the jobs that were being lost to BRAC.
- Consulting and trouble shooting – spent five months in Singapore establishing a Fleet & Family Readiness (F&FR) Organization in addition to providing operational supervision that resulted in an improved MWR and F&FR programs.
- Navy Flying Club Program – provided leadership, supervision, and management control of three different Navy Flying Clubs.
- Leadership and experience – manage on the principles of inclusion, trust, and delegation. In all cases, from base operations to regional oversight, using these principles has resulted in very successful operations and programs.