

City of Ironwood
213 S. Marquette St.
Ironwood, MI 49938



Phone: (906) 932-5050
Fax: (906) 932-5745
www.cityofironwood.org

SPECIAL MEETING NOTICE

A Special Meeting of the Ironwood City Commission will be held on **Friday, August 26, 2022 at 3:30 P.M.** in the 2nd Floor City Commission Chambers, Memorial Building, 213 S. Marquette Street, Ironwood, MI 49938.

The purpose of the special meeting is to continue to conduct interviews for a new City Manager for the City of Ironwood.

Wendy L. Hagstrom
City Clerk

AGENDA

1. Special Meeting Called to Order.
Pledge of Allegiance of the United States of America.
2. Recording of the Roll.
3. Citizens wishing to address the Commission regarding the process. (Three Minute Limit)
4. Conduct interviews of candidates for the City Manager position.

3:30 P.M. – Melissa Fields-Allgeyer
4:40 P.M. – George Delimba
5. Citizens wishing to address the Commission regarding interviews for the City Manager position. (Three Minute Limit)
6. Discuss and consider conditional offer of employment for City Manager and direct the MML to conduct a complete background investigation of the candidate.
7. Discuss and consider motion to authorize the Mayor, City Attorney, and Finance Director/Treasurer to initiate discussions with the candidate on terms for a mutually acceptable employment agreement. Such agreement will be presented to the full City Commission for approval.
8. Adjournment.



This Institution is an Equal Opportunity Provider, Employer and Housing Employer/Lender



2

June 26, 2022

City of Ironwood
Attn: Ms. Annette Burchell
213 South Marquette Street
Ironwood, MI 49938

RE: Cover Letter, Résumé, Consent Form and Reference List for City Manager
Please honor confidentiality of my interest(s) / application

Honorable Mayor & Council:

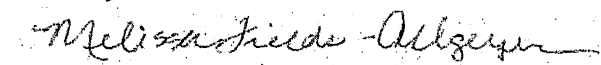
Please accept this cover letter, résumé and supporting documentation as my formal introduction of skills, qualifications, experience, education, and abilities in application for the **City Manager** position that you are currently seeking to fill. I am looking to partner with a new organization; one that recognizes humans as the greatest resources available in business yet is a challenging and rewarding organization. I am looking to promote into a City Manager role after coming in second in my current city for our recent City Manager search and looking to team with an organization that will allow me the opportunity to do what I do best - make a difference and have a positive impact in the environment I choose to work in.

I hold a Certified Public Manager diploma and a Master of Science degree in Management and Organizational Behavior with an emphasis in Human Resources Development and Training. My experience in multiple industries (including municipal and state government, government contractors, healthcare, and non-profits), multiple organizations and many positions with progressive accountability and responsibility has afforded me the opportunity to see that I can do whatever I put my mind to. I am a people driven ethical leader and team player yet take individual responsibility / accountability for reaching goals and completing the task at hand. I am fair and consistent in policy and procedure development and administration and work hard to achieve the goals of the organization with which I work. In addition, I hold very high standards of professional ethics, integrity, credibility and conduct for myself as well as the organization with which I choose to work, including upholding promises and commitments made.

Of perhaps most importance to this City Manager position, I have demonstrated servant leadership success, proven policy/budget/contract/grant compliance, budget and policy development and adherence. I have proven the ability to be a creative, forward thinking leader who is resourceful and innovative in problem solving, working under tight deadlines and budgets while being flexible and adapting to differing political environments and maintaining efficiency and effectiveness to reach goals, manage multiple staff in differing divisions/departments and locations, assignments, priorities, and projects in demanding environments, and putting a positive face to my position, employer and community through dialog, open, honest and transparent communication. I have had to learn, hone, and daily apply strong time management and project management skills along with strong reasoning, investigative, analytical, and problem-solving skills. I have an ability to see the devil is in the detail but also to see how the details have to fit together to make a bigger picture that will meet stated goals. I have a talent for, and thoroughly enjoy facilitation, presentation, and communication opportunities to not only learn what others need/want, but to state what I know my organization, department, or task(s)/project(s) needs. To paraphrase a Dr. Seuss book – I have a brain in my head and feet in my shoes...I can go any direction I choose. I am a fast learner, a high performer and believe forward thinking change positively impacts our communities and our state.

As you can see from my application packet, I have related skills, qualifications, and experience that I believe would serve the staff, stakeholders, and citizens of Ironwood well. I look forward to meeting with you to see how I can work with your organization. At first blush, what appears as possible job hopping on my resume is due to owner retirement, position elimination through no fault of my own, loss of contract, COVID-19, etc. Please feel free to contact me via email at m.fields.allgeyer@gmail.com, or on my cell, 970.901.6877. If I am not available, please email or leave a message and I will respond.

Sincerely,



Melissa Fields-Allgeyer, MS, CPM, IPMA-SCP

Ec (electronic copy): file

MELISSA FIELDS-ALLGEYER

ACCOMPLISHMENTS

Seasoned public service-oriented leader with emphasis in People Driven Leadership inclusive of Business Operations, Human Resources/Services/Labor and Employment/Administrative Application/ Coordination/Grant & Contract Administration/Management and Compliance with progressive responsibility in multiple industries, most notably municipal and state government, non-profit organizations, and higher education. Certified Public Manager and Master of Science degree in Management and Organizational Behavior with a concentrated area of study in Human Resources Development and Training.

SKILLS & ABILITIES

- People Driven Ethical Senior Leader
- Budget Development & Administration
- Highly Collaborative & Accountable to see Task Through to Completion
- Team Leader and Organization Driven
- Operations & Project / Grant Management
- Program Implementation & Management
- Performance Management
- Public Speaking & Networking
- Staffing ~ Recruiting, Interviewing, Hiring & Retention
- Talent Acquisition & Development
- Onboarding
- Employee Training, Development & Mentoring/Coaching
- Client Relations & Negotiations
- Compensation & Benefits
- Labor/Employee Relations to include Policy, Protocol & Process implementation & administration
- Risk & Compliance Management
- Government Contracting & Subcontracting
- Multi-site Support & Management
- Ability to see big picture along with detailed data and how to connect them
- Strong "At-Your-Service" Skills

HUMAN RESOURCES DIRECTOR & RISK/COMPLIANCE OFFICER, CITY OF LEVELLAND

07/2020 – Present

- Senior leadership member
- Serve as a member of senior management on task forces and committees participating in the City's strategic planning efforts and addressing City-wide policy and management issues.
- Provide leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Manage personnel issues by establishing and maintaining records, computing the final pay for employees resigning or retiring, maintaining and providing current information on benefits programs and personnel policies, composing job announcements, and recruitment advertisements, administering drug tests, consulting legal counsel to ensure policies comply with federal and state laws, rules and regulations, maintaining employee-related data for federal, state and local reports, verifying employee information, monitoring unemployment claims, maintaining employee handbooks and serves as backup on payroll data entry and generates information and reports as required by management and outside agencies.
- Administer safety and risk management programs by accepting, logging and processing claims, assisting in the investigation of accidents, injuries and claims, notifying management of pertinent details, services as the chairman of the safety committee, working with agency representatives regarding claims on safety and health issues, maintaining property inventory lists, reporting changes and securing vehicle and mileage exempt license plates.
- Facilitate discussions of employee and City interests in meetings, committees, taskforces, stakeholder groups and other public settings on issues related to human resource policies and practices; develops and leads appropriate forums for collaborative policy development.
- Manage and supervises human resource department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provide leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Facilitate discussions of employee and City interests in meetings, committees, taskforces, stakeholder groups and other public settings on issues related to human resources policies and practices; develops and leads appropriate forums for collaborative policy development.
- Provide professional advice to City officials; participates in meetings with councils, boards, commissions, civic groups, and the general public.
- Communicate official plans, policies, and procedures to staff and the general public.
- Assure that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- 2
- Present departmental and City-wide human resources issues and recommendations requiring policy direction to appropriate advisory bodies and to the City Council.
 - Serve as City's representative to regional human resources groups.
 - Act as current Fleet Manager to include all documents management, etc.
 - Extensive Fire Department Labor Relations experience (non-union/non-Civil Service).
 - Overall operating budget is approximately \$15 million.

HR BUSINESS PARTNER, WELLPATH (LOCAL GOVERNMENT/DETENTION)

05/2019 – 07/2020

- Counseled and advised employees, staff, supervisors, and managers, provided interpretation and fair administration of policies, practices, procedures, and programs. Observed and analyzed the execution of practices, identified problem areas, and recommended changes.
- Provided effective advice and counseling to front line managers on all matters involving employee relations. Conducted thorough investigations in response to employee relations issues.
- In collaboration with clinical managers, identified training needs as well as individual coaching and development needs; partnered with management to provide solutions.
- Worked closely with management and employees to improve work relationships, build morale, increase productivity and retention, and ensure alignment with CFMG/CMGC cultural attributes.
- Provided day-to-day performance management guidance to line management (coaching, counseling, career development, performance improvement).
- Established differentiated requirements within each organizational position to articulate responsibilities, skills and experiences needed at each level.
- Ensured compensation practices were consistently applied throughout employee lifecycle hiring, promoting, and during other organizational changes potentially impacting compensation.
- Voluntarily separated from this position – had 49 sites (all jails and prisons) in Western half of US and struggled to support this load in a pandemic when I could not travel and support on-site.

HUMAN RESOURCES MANAGER, WELLPATH (TEXAS CIVIL COMMITMENT CENTER – A RECOVERY SOLUTIONS SITE)

07/2018 – 04/2019

- Active member of Executive Management Group (EMG) at facility level. In that role, provided subject matter expert opinion and coaching to managers and executive leadership on complex human resources laws, rules, and regulations and recommended consistent application across all levels of the organization, influenced major operational decisions of facility as related to human resources and worked to mitigate organizational liability.
- Managed, directed/supervised the staff and activities of the department. Planned and organized staff and their activities to achieve the facility's mission, goals and initiatives.
- Developed procedures and supplements that allowed human resources staff to

function efficiently and that were easy for facility staff to access and implement.

- Oversaw initial employee orientation and annual review training.
- Supervised Human Resources management throughout the facility to assure compliance with established federal, state and local rules and laws and corporate policies and procedures.
- Reviewed, evaluated, and directed staff development and training activities within the facility to ensure compliance with corporate policies and procedures. This included monthly new employee orientation and in-services as well as quarterly compliance trainings.
- Reviewed, evaluated, and directed the recruitment and retention activities within the facility to ensure compliance with federal, state, and local laws and corporate policies and standards.
- Made on-site visits to facility units/departments for exposure to employees, informal discussions and promotion of Human Resources assistance and availability of all staff.
- Reviewed and evaluated employee safety issues and ensured information relating to Workers' Compensation claims were appropriately maintained.
- Responsible for the employee relations program within the facility, which included grievance, disciplinary actions and supervisory training.
- Oversaw the maintenance of personnel records in accordance with laws and corporate policies and procedures. This included required background checks to include but not limited to, criminal, driver's license, education and credentials.
- Cultural Competency – Is/was sensitive to cultural diversity issues, treated staff and residents as an individual, and considered the culture of the resident/employee when providing care, treatment, support and management.
- Position ended when we lost the contract to operate this facility.

HUMAN RESOURCES DIRECTOR, RIVER VALLEY FAMILY HEALTH CENTER

11/2016 – 12/2017

- Investigated, completed, and resolved employee complaints, grievances, and workplace investigations including discrimination, harassment, unfair labor practices, cultural and multigenerational unawareness/insensitivity and worked to mitigate losses and train managers and executive level team members on legal, ethical, cultural, and multigenerational competencies in the workplace.
- Managed documentation and compliance issues as related to Human Resources functions, credentialing, and licensure.
- Managed the day-to-day employee relation issues of an organization with 4 separate facilities in three Western Colorado municipalities.
- Provided subject matter expert opinion and coaching to managers and executive leadership on complex human resources laws, rules, and regulations and recommend consistent application across all levels of the organization.
- Introduced and maintained weekly, monthly, quarterly and annual human resources data analytics reports such as EEO compliance performance, non-discrimination testing, turnover (completed by department and organization as a

whole), workplace complaints, grievances and investigations, retention, and morale issues.

- Developed and maintained internal auditing procedures for legal/ethical standard compliance of personnel files, licensure verification, and background/reference checking procedures and records maintenance and retention.
- Maintained management guidelines by preparing, updating, and recommending sound human resources policies and procedures based on federal, state, and local laws, rules, regulations, policies and procedures.
- Ensured legal compliance by monitoring and implementing applicable federal, state and local human resources/labor/compliance laws, rules and requirements, conducted investigations, maintained records, represented the organization at hearings such as unemployment and workman's comp.
- Ensured all clinical and medical staff in all facilities were credentialed upon hire and maintained credentialing requirements. This included reminders to staff, locating necessary trainings, and disciplinary actions if staff were non-compliant in submitting and maintaining licensure and credentialing documentation.
- Maintained the work structure by updating job descriptions and requirements for all positions with input from department managers.
- Lead the interview process from placing of employment ad through interviews, references and background checking, through new employee orientation and analyze data to ensure recruitment and retention efforts are legally compliant and adhere to organization goals, policies and procedures.
- Maintained organization staffing by establishing an active recruiting, testing, and interviewing program; counseled managers on candidate selection; conducted and analyzed exit interviews and recommended changes.
- Prepared introductory employees for assignments by establishing and conducting comprehensive orientation/onboarding process and training programs.
- Oversaw staff training through Relias and other venues. Completed human resources operational requirements by scheduling and assigning employee training and followed up on completion, and application, of trainings.
- Developed, completed and analyzed findings of comprehensive wage/salary survey that included data collection from Colorado Department of Labor – Labor Market Information, Colorado Community Health Network (CCHN) and Community Health Association of Mountain/Plains States (CHAMPS) organizations for all current and immediate future anticipated positions.
- Ensured introductory period and annual reviews were completed by all department managers with staff.
- Ensured planning, monitoring, and appraisal of employee work results by training managers to coach, counsel, mentor and constructively discipline employees; scheduled managers' conferences and trainings as needed to support this organizational goal.
- Maintained employee recognition and benefits programs and informed employees of benefits by studying and assessing benefit needs and trends, recommending benefit programs to executive team, directing and processing of benefit claims, obtaining and evaluating benefit contract bids, awarding benefit contracts, designing and conducting educational programs on benefit programs and management of programs.
- Provided technical expertise to determine ADA/ADAA accommodation(s) and

2

application, and FMLA leave as related to all other leave eligibility including STD and LTD leaves.

- Position eliminated along with 3 other management positions due to financial struggles not of my making.

OFFICE MANAGER, SHARLENE MARTINSON'S DENTAL OFFICE

02/2016 – 08/2016

- Completed entire process for accounts payables, receivables/invoices.
- Responsible for all HR functions such as payroll processing and administration, benefit administration, policy development and administration, etc.
- Decreased delinquent patient AR more than \$30,000 in first four months of tenure through active collections efforts including developing payment agreements with delinquent patients and working with outside collections agencies.
- Interviewed patients and prospective patients on financial matters as needed to determine credit worthiness, loan/finance limits and terms, and credit management where final determination would result in financing, payment plans, and credit.
- Verified insurance benefits, processed claims and worked to collect delinquent insurance accounts.
- Oversaw Office purchasing operations to meet operational and project delivery goals and objectives.
- Worked to develop strong patient policies and apply fairly to all.
- Worked to develop strong employee policy manual and implement policies/procedures.
- Other office management duties as needed.
- Worked to close out business as a result of retirement of owner. This position ended as Sharlene retired after 38 years in practice.

EDUCATION COORDINATOR, WEBSTER UNIVERSITY

08/2014 – 07/2015

- Intensive management of Culturally Responsive grant through US Department of Education. Developed thorough application review process and internal auditing procedures, built in participation requirements of cohort members and reviewed progress readying for certification.
- Sole responsibility for grant/contract compliance.
- Troubleshot financial information, data discrepancies, and monitored accounts.
- Reviewed and monitored budget activities, prepared reports, coordinated financial forecasting, and performed trend analysis.
- Comprehensive data collection, analysis and reporting of grant performance and three different schools of education programs.
- Managed the preparation of program management, productivity, operational, and financial reports. Studied and utilized data gleaned from reports to make recommendations for efficient allocation and use of resources.

- 2
- Developed and managed the School of Education budget on satellite campus and authorized expenditures.
 - Responsible for purchasing and accounting functions.
 - Reviewed and approved goods and services and expenses incurred for grant.
 - Leadership of School of Education programs on satellite campus.
 - Recruited, hired, scheduled, supervised and evaluated adjunct faculty (faculty) and clerical/administrative employees and oversaw administrative services and management of business support functions and special projects ensuring all functions are conducted in accordance with policy for the Master of Arts in Teaching (MAT) programs and School of Education staff and provided professional development in collaboration with the Regional Director and the School of Education.
 - Actively recruited students for the MAT programs and supported marketing initiatives and strategies with Webster University team.
 - Academically advised all graduate students across School of Education programs.
 - Designed the course schedule for all Educational Programs offered by Webster University Kansas City in ensuring students completed their degrees in a timely manner.
 - Maintained close relationship with Webster University's School of Education to guarantee compliance with NCATE / CAEP standards.
 - Worked collaboratively with the Webster University School of Education administrative team on all aspects of planning, implementation and evaluation of programs, services and special initiatives.
 - Reviewed requests for resource reallocations, evaluated justifications, recommended actions and submitted budget requests.
 - Monitored the implementation of Webster University Kansas City's Culturally Responsive federal grant objectives and day-to-day operational facets of the grant and submitted clear, concise and timely reports to the administrative and program evaluation teams.
 - Recruited, screened, selected/hired, developed, supervised, evaluated and terminated School of Education faculty and staff on satellite campus.
 - Completed various administrative reviews, reports and planning to the Dean of School of Education or the Regional Director.
 - Oversaw Division/Department purchasing operations to meet operational and project delivery goals and objectives.
 - Voluntarily separated to relocate back to Colorado.

LABOR AND EMPLOYMENT SERVICES SPECIALIST, STATE OF COLORADO – DEPARTMENT OF LABOR AND EMPLOYMENT

04/2003 – 07/2014

**This department had union and non-union employees – our choice to be part of the union or not. As far as administration, seniority rights, promotions, discipline/appeal rights, we operated much as a union.

- Responsible for overall success of Energy Grant program, including grant management, budget adherence and grant/contract compliance.

- Energy Grant Program Coordinator – supplied applications to interested candidates, determined eligibility/suitability before enrolling in grant and either enrolled or refused enrollment after suitability / eligibility was determined, approved classes, provided approval to college for approved classes. Worked with college to provide required courses.
- Troubleshot financial information, data discrepancies, and monitored complex budgets and program accounts.
- Troubleshot financial information, data discrepancies, and monitored accounts.
- Provided approval to Delta Montrose Technical College for payment of invoices, tracked expenditures and balanced grant budget.
- Touched Fatherhood Grant program, inclusive of processing payroll as backup.
- Provided Regional Director/Senior Leadership with budget reports and analysis.
- Terminated program participants at end of semester or program. Performed end of program close out duties as a result of end of program.
- Supervised professional, technical and clerical employees and oversaw administrative services and management of business support functions and special projects/programs ensuring all functions were conducted in accordance with policy.
- Provided effective and accurate data and comprehensive reports to State and Federal agencies.
- Informed area employers with knowledge, application of applicable laws, rules and regulations related to employment issues (minimum wage, exempt/non-exempt FLSA, EEO, ERISA, FMLA, ADA/ADAA, etc.).
- Reviewed requests for resource reallocations, evaluated justifications, recommended actions and submitted budget requests.
- Collected data, analyzed data, and reported comprehensive findings/auditing of various workforce development programs/participant files inclusive of budget, adherence to established policy/rules/regulations, suitability/eligibility standard(s) adherence, and program requirements. This task was on-going for the entire duration of employment with Colorado State Department of Labor and Employment.
- Interviewed prospective grant and workforce development program participants on eligibility and suitability requirements, including financial, for various Workforce Development programs.
- Provided accurate, effective case management, including accurate tracking, data entry and timely processing, of Trade Adjustment Act / Trade Readjustment Act (TAA/TRA) participants and coached staff in outlying offices on program requirements and documentation. Coordinated referrals with the exchange of information across multiple agencies.
- Accepted, processed and forwarded/applied court ordered subpoenas, fines, garnishments and requests for information as required or allowed by law.
- Collaborated with area public libraries and provided training to area library staff on client assistance in the Workforce Development Programs and managed cases of on-going clients including referrals to other Workforce-based programs and outside agencies.
- Oversaw Division/Regional purchasing and local storage/warehousing operations to meet operational and project delivery goals and objectives.
- Developed, coordinated and facilitated workshops and programs to targeted

populations of Workforce Development programs, including youth populations.

- Western Region Quality Control coordinator. Ran reports and analyzed/evaluated data contained in reports. Researched inconsistent data/results. Provided reports and supplemental data to Regional Director and Senior Leadership.
- Supervised and provided required training for participants in various on-the-job training (OJT) programs placed at multiple office(s).
- Trained new office staff on all facets of JobLink/Connecting Colorado (database), Employment Services and general computer software functions and coached, assisted and provide technical support to office staff.
- Registered job seekers and explained services and benefits of the Colorado Workforce Center and assisted them in their job search and contacted registered job seekers to update their file, review services offered and assisted in their job search.
- Coached and counseled job seekers on life skills, employability skills, résumé building, cover letter development, application completion, accountability and responsibility and interview preparation.
- Provided vocational guidance/support and encouraged and supported return to school for additional skills/degree completion programs as well as referrals and support to other departments, agencies, and organizations.
- Assisted employers in developing applicant pool, matching applicants to required skills for open positions, screening, and selection of applicants for interview.
- Marketed the services of the Colorado Workforce Center to area employers and coached / assisted area employers, through workshops and support, in fair and equitable labor law application.
- Provided accurate, appropriate professional and timely responses to public walk-ins, phone calls and electronic customers.
- Participated in multiple committees and boards designed to benefit Workforce Center employees, clients, and programs.
- Processed complaints from job seekers and took cases forward as necessary, including referral to legal/court system.
- Provided administrative support to Regional Director including procuring office supplies and equipment according to contracts, maintained appropriate inventory, processed payments and payment requests via electronic methods and/or paper as required.
- Encouraged the return to school of drop-outs including GED classes, traditional or alternative high school, and vocational/technical programs and provided information on educational services to clients.
- Educated, coached, counseled and mentored youth, parents and employers on rights/responsibilities and labor laws related to youth employment and development to become contributing members of their communities.
- Voluntarily separated to accept a perceived better position.

**** PRIOR TO RELOCATION TO COLORADO, MY PREVIOUS WORK EXPERIENCE IN THE UPPER MIDWEST INCLUDED MULTIPLE UNION ENVIRONMENTS WITH BOTH SMOOTH UNION INTERACTIONS AND ACRIMONIOUS UNION INTERACTIONS. I CAN HANDLE BOTH SITUATIONS.**

-
- Certified Public Manager (CPM) Certification
 - IPMA-SCP certification in Human Resources
 - Master of Science in Management and Organizational Behavior with an emphasis in Human Resource Development and Training.
 - Bachelor in Business Administration
-

GEORGE F. DELIMBA

11684 Sandal Wood Lane
Manassas, Virginia 20112

July 21, 2022

Glenn Anderson - Executive Recruiter
Michigan Municipal League

Ironwood Search

Mr. Anderson

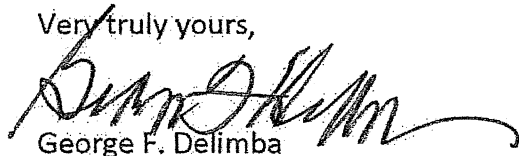
I believe my hometown needs me.

More than 40 years of professional management experience in the public and private sectors in Virginia has uniquely prepared me to meet the challenges facing the City of Ironwood today.

A declining population and simultaneously shrinking tax base is an all-too-familiar fact that puts enormous pressure on small-town governments throughout America, and Ironwood is no exception. Providing police, fire, roads and infrastructure improvements, with an almost exclusively residential tax base, is a conundrum that must be solved with professionalism, teamwork and innovation. Creatively meeting taxpayers' basic needs and expectations with the resources available is the essence of successful city management.

Given my successful career in all phases of municipal management, plus my many years as a manager in the private sector, I believe I am well-qualified to meet the challenges of my hometown. I look forward to a positive response.

Very truly yours,



George F. Delimba

GEORGE DELIMBA

11684 Sandal Wood Lane - Manassas, Virginia 20112

703-789-1191

gfdelimba@aol.com

SENIOR-LEVEL GOVERNMENT MANAGEMENT

SUMMARY OF QUALIFICATIONS

Polished professional and detail oriented Senior Manager with extensive experience building teams from diverse stakeholders in a dynamic and often volatile environment. Experience emphasizes ability to accurately identify and assess individual customer-agency challenges while simultaneously formulating consensus-building solutions through application of impeccable written and oral communication skills.

Developed strong interpersonal relationships and trust through sensitive analysis of common problems, inclusive planning of remedies and unfailing deliveries of solutions. Excellent history of critical time and resource management. Special ability to handle complex, confidential and sensitive information.

PROFESSIONAL EXPERIENCE

Commissioner At Large

2011-2019

Parks, Recreation and Tourism

Prince William County Virginia

Appointed originally to PWC Park Authority (PR&T 2012) to oversee 81 county parks and 44,000 acres

Chief of Capital Projects – Senior Project Manager

1999-2012

Department of General Services

City of Alexandria Virginia

Managed \$20-\$30 annual Capital budget; staff of eight. As SPR managed \$130 million program to redevelop and renovate Public Safety Center (Sheriff Office - City Jail); relocate entire Alexandria Police Department to temporary quarters; and lead the City's Design Team for the new APD headquarters.

Construction Manager – Project Executive

1986-1998

Delta Technical Services

Prince William County Virginia

Owner and CEO of consulting firm specialized in hotel planning, construction and renovation.

Materials Manager

1979-1985

Marriott Corporation

Washington, DC

Created and developed specialized Materials Management Group to handle furniture, fixtures and equipment (FF&E) for Marriott's 1979 expansion of forty-eight major new hotels in forty-eight months

EDUCATION

Bachelor of Arts – Political Science

1972

Michigan State University

East Lansing, Michigan