

████████████████████m

James L. Wise, Jr.

████████████████████ **Gainesville, GA 30506**

██

████████████████████ (cell)

Summary:

Results orientated leader with over 27 years of diverse experience in emergency management and homeland security situations, with a focus on critical infrastructure and high threat assets. Supervised training, response, and security operations focused on military explosive ordnance, improvised explosive devices, and weapons of mass destruction supporting both military and civilian customers. Adept at adjusting to diverse and ever-changing situations and priorities by solving problems through the use of innovative or improvised solutions while still ensuring customer satisfaction and project completion. I am extremely well versed in personnel management with over fifteen years of experience handling employee conflict resolution, personnel assignments, guiding diverse staffs, and managing the training needs of all employees.

Areas of Expertise:

- | | | |
|---|---|--|
| ✓ Leadership | ✓ Project Management | ✓ Ability to Prioritize |
| ✓ Personnel Management | ✓ Problem Solving | ✓ Multi-tasking |
| ✓ Briefing / Presentations | ✓ Training / Instruction | ✓ Report Writing |
| ✓ Explosives/Weapons of Mass Destruction | ✓ Threat Identification and Mitigation | ✓ Emergency Management Operations |

Work History:

Department of Homeland Security, Office of Infrastructure Protection, AUG 2017-Present

Region IV Training and Exercise Coordinator (GS13)

- Managed national training and exercise programs supporting 46 field personnel across eight states in the South-Eastern U.S. Responsible for tracking course requests through approval, student registration, and other requirements to ensure execution of courses with maximum registration and attendance. Ensure customer goals and objectives are satisfied by the training provided.
- Coordinated and assisted field personnel at the local level with all facets of Homeland Security Exercise and Evaluation Plan (HSEEP) compliant exercise programs, including management, design and development, conduct, evaluation, and improvement planning. This includes assisting with planning and coordination of full-scale operation-based exercises supported by national exercise teams, and local level discussion-based table-top exercises to test and evaluate current emergency plans and procedures for critical infrastructure stakeholders, schools, sports venues, and other partners as requested.

United States Army, 1992-2017

Enlisted – Final Rank First Sergeant/Master Sergeant (E8)

Incident/Emergency Operations Center Watch Officer Supervisor

Installation Incident/Emergency Operations Center, Ft Leonard Wood, MO - 2016

- Managed and supervised the operation, manning, and job performance of 10 Incident/Emergency Operations Center Watch Officers. Ensured over 500 actions were correctly screened, edited, processed, and tracked according to operating procedures and regulations. Resolved conflicts in work schedules and screened prospective employees for hiring into Watch Officer positions.
- Supervised Watch Officer's proper use and operation of Fort Leonard Wood's emergency mass notification systems when required by emergency events and during monthly tests. Supervised daily updates of weather forecasts and hazards to official web information pages by the Watch Office.

First Sergeant (Company personnel/operations manager)

763rd Explosive Ordnance Disposal Company, Ft Leonard Wood, MO - 2015-2016

630th Explosive Ordnance Disposal Company, Ft Riley, KS - 2007-2011

- Supervised and directed instruction and training of company employees ensuring personnel received required training in equal opportunity, sexual harassment and assault prevention, workplace safety, daily operation safety, drivers training, equipment operation and safety, and any other necessary training required by the mission, senior executives, and military regulations.
- Supervised all company departments including human resource, vehicle maintenance, supply and purchasing, and protective gear. Ensured all departments met and/or anticipated needs of over 50 company employees to facilitate mission/job accomplishment. Managed personnel assignments, recommended promotions, assisted with budgets, and supported the company senior executive.
- Coordinated the operations of the Explosive Ordnance Disposal company incident operations center with other incident operations centers in both the United States and abroad. Tracked all emergency response missions, requests for assistance, and other explosive device missions while ensuring all first responders had the operational materials, security, and personal required to accomplish the assigned tasks. Supervised over 1,000 emergency response missions along with over 300 security support missions to various national and international leaders and Heads of State.

Early Entry Command Post Supervisor/Joint Operations Center Liaison Officer,

4th Maneuver Enhancement Brigade, Fort Leonard Wood, MO - 2013-2015

- Supervised the Brigade's Training and Schools department ensuring that the tracking, management, and coordination of training and required certifications were accurate while solving personnel problems that arose. Ensured over 3000 employees were properly certified for Defense Support to Civilian Authority (DSCA) operations, and that employees were prepared to attend various leadership and career advancement courses for over one year. Conducted weekly briefings to senior staff on the status of those attending and preparing to attend training, and quarterly briefings on the state of the company to General Officers and other senior leaders.
- Managed and supervised employees of the Training and Schools Department ensuring that HR functions including evaluations, mentorship, training, awards, and discipline were performed as

required. Responsible for the interviewing, hiring, and movement of employees to ensure missions and tasks were all accomplished successfully and on time. Prioritized and adjusted work projects to ensure Senior Executive guidance and directives were implemented and completed within time limits.

- Performed liaison duties in a Joint Operations Center (JOC) during multiple training exercises for over one year. Assisted with integrating Brigade support to civilian and military authorities during emergency operations in training environments to ensure mission tasks, support requirements, and work accomplishments were tracked and reported accurately to supported area commanders and the appropriate incident and joint operations centers. Assisted with daily briefings in the JOC.

Liaison Officer / Operations manager

84th Explosive Ordnance Disposal Battalion, Ft Riley, KS

2011-2013

- Prepared and conducted After Action Reviews, compiled results, and prepared response, mitigation, and recovery plans after missions and training events. Weekly assisted with the writing, planning, preparation, and presentation of briefings to General Officers and Senior Commanders of the unit. Required to know Microsoft Office Suite programs, how to operate presentation equipment, utilize video teleconference equipment, and make changes and improvements during briefings.
- As liaison fostered and maintained working relationships with outside organizations and provided pertinent information and intelligence to the appropriate staff and General Officers on operations, missions, and explosive incidents. Responsible for coordinating staff operations between the 84th Explosive Ordnance Disposal (EOD) Battalion and 1st Infantry Division.
- Analyzed intelligence reports, mission reports, and other information from available sources to identify trends and patterns of attacks in the multi-hazard environment of Afghanistan. Produced plans, evaluations, briefs, and mitigation actions for briefing and decision by senior management. Designed force protection and anti-terrorism standard operating procedures utilized by subordinate units during movement by road to minimize the threat from improvised explosive devices.

Operations Supervisor

706th Explosive Ordnance Disposal Company, Scofield Barracks, HI

2005-2007

- Supervised, mentored, and guided company teams to ensure the successful completion of combat missions in Iraq, along with training missions, emergency response, mitigation, and training activities supporting private, local, state, and federal agencies.
- Managed the operations of 7 teams of Explosive Ordnance Disposal first responders. Responsible for planning and executing all company and individual movements around the islands of Hawaii, to the United States mainland, and internationally. Responsible for the safe execution and completion of over 750 emergency response missions, including security support to various VIPs / Heads of State.
- Managed multiple supporting agencies during operation missions including two multi-day missions in a historical and culturally sensitive area. Ensured all safety equipment and precautions were used during missions in accordance with developed safety operating instructions as required by regulation and at the direction of senior executives.

Education:

Graduate Certificate in Foundations of Human Resource Management, UMUC, Adelphi, MD (Aug 2016)
Graduate Certificate in Leadership and Management, UMUC, Adelphi, MD (Aug 2016)
Master of Science of Management, Homeland Security Management, UMUC, Adelphi, MD (May 2016)
Bachelor of Science in Homeland Security, Emergency Management (minor), UMUC, Adelphi, MD (May 2013)
AS in General Education, AS in Primary and Secondary Teacher Ed., (3 degrees), CCC, Decatur, AL (AUG 2004)

Certifications/Training:

DHS Secret Security Clearance (JUL, 2017-Present)
FEMA ICS/NIMS 300/400 (AUG, 2019)
FEMA EMI Courses IS#100, 111, 120, 130, 200, 700, 701, 800, and others (2000-Present)
Insider Threat - Situational Awareness Training Course (NOV, 2012)
Incident Operations Center Staff Course (Battle Staff) (2012)
Advanced Supervisor and Human Resources Management Course (2009)
Advanced Management Leadership Course (2003)
Small Group Instructor Training Course (AUG, 2002)
Army Instructor Training Course (NOV, 2001)
Management Leadership Course (1999)
Explosive Ordnance Disposal Advanced Access and Disablement Course (AUG, 1998)
First Line Supervisor Course (1997)
Technical Escort/HAZMAT Operator Training Course L3 (1997)
Naval Explosive Ordnance Disposal School (NAVSCHOD) (1994-1995)
Forward Observer Advanced Individual Training (1992)
Basic Army Combat Training (1992)
(previously held Department of Defense Clearance – Top Secret (SCI), last adjudicated 20 November, 2013)

Professional References

Donald Robinson 2017-Present
Supervisor

██████████ / ██████████

Mike Helton, 2013-2015
Supervisor

██

Bradly Simmons, 1995-Present
Mentor and Supervisor

██

Eric Schilling, 2007-2011
Supervisor

██

Personal References

Michelle Simmons, 1996-Present
Family Friend

██

Greg Carden
Co-worker

██



TRACY TAYLOR

[REDACTED] Albany, Ga 31707 | [REDACTED]
[REDACTED]

OBJECTIVE

My main objective is to continue to make Georgia the number one state to do business in and also help develop policies that will provide economic strength to our country. Most importantly, working across the isles to ensure the safety for all Americans.

EXPERIENCE

Waycross Fire Department

Fire Firefighter | Start date: October 25, 2017-Current

- Protects citizens during emergencies.
- Extinguishes fires.
- Executes rescues.
- Mitigates chemical spills.
- Prevents fire damage by conducting surveys and inspections for hazards and enforcing codes.
- Prepares citizens to prevent fire damage by developing and conducting educational and training programs.
- Ensures availability of water at fire scene by testing hydrants, requesting and expediting repairs, and verifying repairs.
- Minimizes fire damage by responding to alarms, driving and operating equipment, regulating water pressure, combating and extinguishing fires, and rescuing and reviving people.
- Ensures operation of equipment by completing preventive maintenance requirements, following manufacturer's instructions, and troubleshooting malfunctions.
- Notifies supervisor of needed repairs.
- Evaluates new equipment and techniques.
- Maintains operations by following policies and procedures and reporting needed changes.
- Provides information by completing reports.
- Handles minor medical care and other emergency services.

- Maintains technical knowledge by attending educational workshops, studying publications, and participating in scheduled drills.
- Maintains fire station building, grounds, and related equipment by completing maintenance schedules.
- Contributes to team effort by accomplishing related results as needed.

EDUCATION

School attended: Albany Technical College

Earned Degree: Associate degree in Fire Science Technology / Summer 2018

Earned Degree: Associate degree in Criminal Justice / Spring 2018

Earned Degree: Dental Assistant diploma / Spring 2011

AWARDS AND ACKNOWLEDGEMENTS

- Chairman of Dougherty County Republican Party
- Vice Chairman of Albany, Ga Community Development Council
- Firefighter 1 and 2 certified
- Hazmat and operations certified
- CPR certified
- Certified expanded function duty dental assistant
- Former Candidate for Mayor of Albany, Ga in 2019
- Former Republican Candidate for GA House District 153 in 2018