

Andrew L. Adelman

LICENSURE

Licensed Psychologist. Georgia # [REDACTED] *Georgia State Board of Examiners of Psychologists*

EDUCATION

University of Texas at Austin. Austin, Texas. August 2013
Doctor of Philosophy, Counseling Psychology (APA Accredited).

University of Maryland, College Park. College Park, Maryland. August 2003
Master of Arts, Counseling and Personnel Services.

University of Virginia. Charlottesville, Virginia. May 1999
Bachelor of Arts, American Government and Spanish.

CLINICAL WORK

Georgia Institute of Technology Counseling Center, Atlanta, GA
Supervisor of Practicum and Peer Coaching Programs and Coordinator of Diversity and Inclusion, March 2019 – Present

- Advertise, recruit, interview, and make selections for doctoral intern, practicum positions, and peer coaches.
- Organize and coordinate trainee orientation; make supervisor assignments. Organize/coordinate/lead weekly Practicum training seminar, and Supervision-of-Supervision seminar for intern supervisors in Spring semester.
- Update training manual; administer outcome measures at the end of the training year. Maintain files on current and past trainees; liaise with practicum students' academic departments.
- Train new peer coaches and supervise active peer coaches in their work with consultees.
- Coordinate and assess all diversity education and cross-cultural outreach initiatives for the Center.
- Provide training on issues of diversity, cultural humility, and social justice work in counseling.
- Supervise pre-licensed professional staff therapists, doctoral interns and graduate-level practicum students.
- Chair Search Committees for staff positions in the Counseling Center
- Represent the Counseling Center on various campus and division committees.
- Additional clinical duties associated with serving the university community, as listed below.

Georgia Institute of Technology Counseling Center, Atlanta, GA
Staff Psychologist and Coordinator of Diversity and Inclusion, August 2014 – March 2019

- Coordinate and assess all diversity education and cross-cultural outreach initiatives for the Center.
- Increased the number, scope, and attendance of the Center's diversity programming to the campus.
- Provide short and long-term individual counseling for undergraduate and graduate students.
- Conduct assessments, initial consultations and provide after-hours emergency coverage.
- Co-facilitate psychotherapy groups including: Interpersonal Process, LGBTQ Support Group, and Sexual Assault Survivor Therapy Support Group.
- Provide consultation to various parents, faculty, and staff organizations.

Georgia Psychological Association, Atlanta, GA

Board of Directors Member and Membership Committee Chair, May 2017 - Present

- Coordinate recruitment and retention for the professional organization representing Georgia psychologists.
- Serve as a member of the Board of Directors governing the statewide organization.
- Awarded the 2018 Outstanding Service Award for service to the Georgia Psychological Association.

Adelman Psychological Services, Atlanta, Georgia

Private Practice Psychologist, May 2016 - Present

- Provide therapeutic services to adolescents and adults with individual and couples counseling 6-8 hours/week.
- Engage in regular peer consultation to address clinical and administrative processes.

University of Pennsylvania, Counseling and Psychological Services, Philadelphia, PA

Staff Therapist, August 2013 – July 2014

- Provided short and long-term individual psychotherapy to undergraduate, graduate and professional students on an ethnically diverse university campus.
- Conducted intake interviews, triage student contacts, and deliver crisis intervention services.
- Co-facilitated process-oriented psychotherapy group.
- Provided consultation to parents and campus groups.
- Served on the Sexual Trauma Treatment and Outreach and Prevention Team

Supervisor: Michal Saraf, PhD, Clinical Director

University of Pennsylvania, Counseling and Psychological Services, Philadelphia, PA

Pre-Doctoral Psychology Intern, August 2012 – August 2013

- Provided short and long-term individual and couples psychotherapy to undergraduate, graduate and professional students on an ethnically diverse university campus.
- Conducted intake interviews, triage student contacts, and deliver crisis intervention services.
- Co-facilitated co-ed process-oriented psychotherapy group.
- Developed and delivered workshops to students and staff.
- Administered and interpreted psychological and career assessment instruments.
- Supervised doctoral level practicum student.
- Provided consultation to various campus and staff groups.

Supervisors: Cynthia Boyd, PhD, Training Director, and Marilia Marien, PhD

University of Texas at Austin Counseling and Mental Health Center, Austin, TX

Practicum Counselor, August 2011 – May 2012

- Provided individual therapy to a diverse university student client caseload.
- Conducted initial consultation sessions to assess risk and help navigate students to psychological services associated with the Counseling Center.
- Developed interventions to improve student well-being.
- Co-facilitated thematic therapy group titled “Tools for Managing Anxiety.”
- Participated in Individual Supervision and Peer Group Supervision meetings.
- Attended weekly student training seminar, individual and group supervision

Austin Community College, Riverside Campus, Austin, TX

Staff Counselor, May 2010-June 2012

- Planned and implemented the student counseling and advising program of the college
- Provided career and academic counseling services.
- Provided counseling interventions for individuals and groups.
- Applied emerging multicultural and diversity theory, the helping process, and learning styles.
- Assisted with college-related community outreach, networking, and recruitment of students.

Seton Shoal Creek Psychiatric Hospital, Austin, TX

Practicum Intern, August 2010 – May 2011

- Performed psychological evaluations on in-patient psychiatric clients.
- Produced integrative written reports including diagnosis and treatment recommendations.
- Consulted with interdisciplinary treatment teams regarding diagnosis and treatment recommendations.
- Participated in case conferences to improve client conceptualization, research, and evaluative skills.

Capital Area Mental Health Center (now Capital Area Counseling), Austin, TX

Practicum Counselor, August 2009 - August 2010

- Conducted individual short and long-term therapy for a variety of presenting concerns in a community clinic.
- Conducted telephone intakes and wrote case notes regularly.
- Participated in Individual Supervision and Peer Group Supervision meetings.

TEACHING OTHER PROFESSIONAL POSITIONS IN HIGHER EDUCATION

Georgia Institute of Technology School of Psychology, Atlanta, GA

Adjunct Professor, January 2018 – Present

- Undergraduate Course: Exploring Multicultural Identity. Developed curriculum, deliver course lectures; facilitate group discussions; supervise and evaluate a Teaching Assistant.

**University of Texas at Austin, Diversity Education Initiatives (now Diversity Education and Training),
Division of Diversity & Community Engagement, Austin, TX**

Program Director, August 2008 – June 2012

- Assisted in the creation, promotion, and facilitation of diversity education initiatives for faculty, staff, and students of the University of Texas, as well as for community organizations in the greater Austin area.
- Supported in the implementation of campus diversity dialogues.
- Assisted with the development of grant materials and Requests for Proposals on behalf of the Hogg Foundation for Mental Health.
- Wrote manuscripts and training protocol.
- Conducted literature reviews.

**University of Texas at Austin, Hogg Foundation for Mental Health, Division of Diversity &
Community Engagement, Austin, TX**

Graduate Research Intern, May 2009 – September 2009

- Assisted in the development of grant materials, Requests for Proposals, and Requests for Information around cultural competency training and workforce initiatives for mental health professionals.
- Investigated cultural and linguistic competency programs, and services in Texas and across the United States.
- Researched Cultural Adaptation Initiatives implemented by foundation grantees.
- Monitored policy development around mental health professional positions.

Semester at Sea (SAS), University of Virginia – Academic Sponsor

Living Learning Coordinator: Intercultural Competency and Diversity, June – August 2011

- Co-facilitated student life program and supervision of students on a ship traveling around Europe, the Middle East, and North Africa.
- Oversaw 98 residents; responding to students' social, emotional, psychological, and health needs.
- Counseled students on cultural competency, diversity awareness, immigration, and customs practices.
- Served as a support system to academic affairs by creating and maintaining an educational environment.
- Coordinated a comprehensive diversity programming series for the shipboard community.
- Created and advised community identity-based organizations.

Semester at Sea (SAS), University of Virginia – Academic Sponsor

Resident Director and Coordinator of Diversity and Spiritual Programming, January – May 2007

- Co-facilitated student life leadership and supervision of 702 students on a ship traveling around the world.
- Oversaw 70 residents; responding to students' social, emotional, psychological, and health needs.
- Counseled students on cultural competency, diversity awareness, immigration, and customs practices.
- Led SAS sponsored overnight field practica in Brazil, South Africa, Cambodia, and China.
- Piloted a position coordinating a comprehensive diversity programming series for the shipboard community.
- Facilitated religious life for shipboard community, including Easter service led by Archbishop Desmond Tutu.
- Created and advised religious and cultural student organizations.

University of California, Irvine, Mesa Court Housing, Irvine, CA

Complex Coordinator, January 2004 – August 2008

- Recruited, selected, trained, evaluated, and co-supervised 29 Resident Advisors and 12 Community Programmers in a residential community of 1920 first year residents.
- Provided crisis and emergency after-hours response for all 6,500 undergraduate residential students.
- Addressed and mediated student conflicts and adjudicate conduct hearings implementing appropriate educational sanctions for approximately 250 cases per academic year.
- Coordinated the development and implementation of educational, cultural, and social programming.
- Facilitated outreach to faculty, and the development of programming for greater student-faculty interaction.
- Collaborated with academic units to create a seamless learning environment and promote academic excellence.
- Developed theme hall communities including Academic Excellence, First-Year Excellence, Fine Arts, and Campuswide Honors.

University of Maryland, College Park, Division of Letters and Sciences, College Park, Md

Graduate Academic Advisor and Program Advisor, Individual Studies Program, June 2001 – July 2003

- Coordinated the Individual Studies Program (IVSP) for students seeking to create a unique major.
- Responded to inquiries about IVSP and conducted walk-in advising hours for prospective IVSP students.
- Maintained relationships with affiliated faculty members.
- Developed social, academic, and career development activities for students.
- Organized the IVSP graduation ceremony and reception.
- Oriented incoming new and transfer students to university academic requirements.
- Advised new student registration process and course selection.
- Met regularly with assigned students in their first semester of college to ensure smooth academic transition.

University of Maryland, College Park, Phi Kappa Tau Fraternity, College Park, Md

House Director, June 2001 – July 2003

- Provided a developmental living experience for Greek house residents.
- Identified and implemented programs corresponding to chapter needs.
- Ensured compliance with the university and fraternity policies and regulations.

PROFESSIONAL AFFILIATIONS & CONFERENCES

- **Emory Higher Education Institute Student Affairs Certificate Program, Social Justice Innovation**, May 2018
- **QPR Gatekeeper Instructor Certification**, Received July 27, 2017 (3 year certification)
- **American Psychology Association**, 2008-present, attended national conference, 2010
- **Georgia Psychological Association**, 2015-present, member *Public Interest Review Committee*
- **National Conference on Race & Ethnicity in Higher Education (NCORE)**, attended national conference, 2015
- **National Multicultural Conference and Summit**, attended biennial national conference, 2009, 2011, 2015, 2017
- **American College Personnel Association**, 2001-2008, attended 4 national conferences
- **National Association of Student Personnel Administrators**, 2001-2008, attended 4 national conferences

PROFESSIONAL PRESENTATIONS (Selected)

Professional Training Development and Presentations (Selected)

- Intersectionality and Identity Salience
- Cultural Identity Development
- Cultural Ruptures and Barriers in Therapy
- Social Justice in Therapy and Supervision
- Social Identity and Issues of Transference and Countertransference
- Race and Ethnicity in the Therapy Room
- Gender in Counseling: Issues faced by Men, Women, Transgender and Gender Non-Conforming Clients
- Difficult Dialogues and Facilitating Intercultural Communication
- Meditation, Mindfulness
- Time Management and Procrastination
- Stress Management
- Multicultural Competency in the Workplace

Presentations at Professional Meetings and Conferences

Adelman, A. (2019, February). *Vulnerable Populations: LGBTQIA Mental Health Issues*. Intercollegiate Mental Health Conference. Atlanta, GA.

Adelman, A. (2018, March). *Civil Discourse: Facilitating Difficult Dialogues*. Georgia Tech Inclusive Leadership Conference. Atlanta, GA.

Adelman, A. & Smith, A. (2017, May). *The Role of Men in Working with Women Survivors of Sexual Assault*. The University System of Georgia Alcohol/Drugs & Interpersonal Violence Summit. Athens, GA.

English, E., Lyn, M., Adelman, A. & Smith, A. (2017, May). *The Role of University Counseling Centers in Addressing Substance Misuse and Interpersonal Violence on Campus*. The University System of Georgia Alcohol/Drugs & Interpersonal Violence Summit. Athens, GA.

Adelman, A. & Smith, A. (2016, September). *The Role of Men in Sexual Assault Response*. The Collegiate Mental Health Roundtable. Atlanta, GA.

Adelman, A., Boyd, C., Bvunzawabaya, B., Chapman-Hilliard, C., Guarini, T., LeRoy, M. Peters, H., Rivera, D., & Wong, K. (2013, February). *Exploring Multiple Identities in the Early Supervisory Relationship: A Resilience-based Approach*. Teacher's College Winter Roundtable, New York, NY.

Guzman, M., Adelman, A., & Calfa, N. (2011, January). *Facilitating Diversity Dialogues: Best Practices for Navigating Challenging Conversations*. National Multicultural Conference and Summit, Seattle, WA.

Guzman, M., & Adelman, A. (2010, August). *Developing an Emerging Expertise in Diversity Education*. American Psychological Association Annual Conference. San Diego, CA.

Komives, S. & Adelman, A. (2005, April). *Advancing Student-Faculty Interaction: Insight into Developing Faculty Programming*. American College Personnel Association Annual Conference. Nashville, TN.

Invited Presentations, Trainings, and Outreach Programming (Selected)

Adelman, A. (2018, August). *Recognizing and Responding to Students in Distress*. Invited Training, Housing Training. Georgia Tech.

- Adelman, A. (2018, May). *White Privilege: Social Power in the Workplace*. Professional Staff Retreat. Residence Life Staff. Division of Housing. Georgia Tech.
- Adelman, A., Shanmugam, N. (2018, April). *Weilding White Privilege: How to Leverage Your Social Power*. Student Government Association Diversity Brown Bag Series. Georgia Tech.
- Adelman, A., & DeMaeyer, M. (2018, March). *Act Like a Man: Exploring and Redefining Masculinity*. Student Government Association Diversity Brown Bag Series. Georgia Tech.
- Adelman, A., Harvey, C., Runnels, C., & Johnson, B. (2018, February). *Don't Build That Wall: Dismantling Xenophobia*. Student Government Association Diversity Brown Bag Series. Georgia Tech.
- Adelman, A., Adous, S., & Shanmugam, N. (2017, November). *Self-Care on the Front Lines of Activism*. Student Government Association Diversity Brown Bag Series. Georgia Tech.
- Adelman, A. (2017, October). *Pride and Prejudice*. Student Government Association Diversity Brown Bag Series. Georgia Tech.
- Adelman, A. (2017, September). *OK, Google. What is Discrimination?* Student Government Association Diversity Brown Bag Series. Georgia Tech.
- Adelman, A. (2017, March). *Facilitating Difficult Dialogues and Intercultural Communication*. Invited Presentation. Division of Housing. Georgia Tech.
- Adelman, A. (2017, August). *Your Success Plan: Mental Health and Wellness*. Jumpstart Jackets Student Athlete Orientation. Georgia Tech.
- Adelman, A. (2017, 2016, 2015 August). *Thriving, Not Just Surviving at Georgia Tech*. FASET New Student Orientation. Georgia Tech.
- Adelman, A. (2017, 2016, 2015 August). *How to Identify a Distressed Student: Depression, Suicide, and Anxiety*. Invited Training for student staff members, Division of Housing. Georgia Tech.
- Adelman, A. (2017, March). *Facilitating Difficult Dialogues and Intercultural Communication*. Invited Presentation. Division of Housing. Georgia Tech.
- Adelman, A. (2016, 2015 November). *Annual Interfaith Candlelight Meeting*. Counseling Center Diversity Brown Bag Series. Georgia Tech.
- Adelman, A. (2016, October). *Making Space for Islam*. Counseling Center Diversity Brown Bag Series. Georgia Tech.
- Adelman, A. (2016, October). *Build That Wall: The Emotional Toll of the Immigration Debate*. Counseling Center Diversity Brown Bag Series. Georgia Tech.
- Adelman, A. (2016, September). *Clinton v. Trump: Navigating Political Discourse*. Counseling Center Diversity Brown Bag Series. Georgia Tech.
- Ray, S., Adelman, A., DeMaeyer, M. and Liu, K. (2016, August). *Social Justice, Multiculturalism, and Team Building*. Invited Training for the Division of Housing. Georgia Tech.
- Adelman, A. & Parsons, A. (2016, June). *Reflecting on Orlando*. Campus support in the wake of the Pulse Nightclub massacre, Georgia Tech.

- Ray, S., & Adelman, A. (2016, April). *Cultural Proficiency*. Invited Training. Student Temporary Assistance and Resource. Georgia Tech.
- Adelman, A., & Smith, A. (2016, April). *Queer Mental Health*. Invited Presentation. LGBTQIA Resource Center. Georgia Tech
- Adelman, A. (2016, April). *Intersectionality: The Complexity of Identity*. Counseling Center Diversity Brown Bag Series. Georgia Tech.
- Adelman, A. (2015, October). *White Privilege / White Guilt*. Counseling Center Diversity Brown Bag Series. Georgia Tech.
- Allwood, S. & Adelman, A. (2015, July). *Rachel Dolezal: Transracial or Blackface?* Diversity Seminar Series. Georgia Tech.
- Adelman, A., & Allwood, S. (2015, July). *Reflection on Charleston*. Campus support in the wake of church shooting, Georgia Tech
- Adelman, A., & Allwood, S. (2015, April). *Black Lives Matter*. Campus support in the wake of police violence, Georgia Tech.
- Adelman, A. (2012, December). *Check Yourself Before You Wreck Yourself*. Invited Presentation for the Campus Cultural Resource Centers. University of Pennsylvania.
- Adelman, A. (2012, November). *Stress Management and Self Care*. Invited Presentation for Rodin College. University of Pennsylvania.
- Adelman, A., & Amos, N. (2012, various). *Exploring Your Potential, Finding Your Fit: Career exploration workshop*. Counseling and Psychological Services, University of Pennsylvania.
- Adelman, A. (2011, October). *Discussing Diversity and Social Justice*. Capstone seminar for the School of Social Work. University of Texas at Austin.
- Adelman, A. (2011, July). *Sexual Identity Development*. Guest lecturer in PSYC 3480, Adolescence – Theory and Development. University of Virginia.
- Adelman, A. (2011, July). *Microaggressions and Social Justice Advocacy*. Guest lecturer in SEMS 3500, Race, Class, & Gender. University of Virginia.
- Adelman, A. (2008, 2009 November). *Living with Pride, Coming Out During the Holidays*. Invited Presentation for the Gender and Sexuality Center. University of Texas at Austin.
- Adelman, A. (2009, September). *Managing Sexual Orientation in the Workplace*. Invited Training for LBJ School of Public Service. University of Texas at Austin.
- Guzman, M. & Adelman, A. (2009, June). *Exploring Diversity in the Workplace*. Invited Training. Employees Retirement Service of Texas.
- Adelman, A. (2009, July). *Personal Identity in the Workplace*. Vice-President Chief of Staff Committee. University of Texas at Austin.
- Adelman, A. (2005, 2006, 2007, October) *Unlocking the Mystery of Personality Assessment*. Guest lecturer for Social Ecology 74A- Moral Development in a Just Community. University of California, Irvine.

Adelman, A. & Bui, U. (2005, April). *Studs vs. Sluts. The Sexual Double Standard*. Invited Presentation. Gender Education Series. University of California, Irvine.

Adelman, A. (2004, October). *Organizational Transition. Recruiting New Leaders*. Invited Presentation. All University Leadership Conference. University of California, Irvine.

GROUP EXPERIENCE

- Co-facilitator: QWEERTY, LGBTQ Therapy Support Group, Georgia Tech Counseling Center
- Co-facilitator and Creator: Journey in Healing, Sexual Assault Survivor Therapy Support Group, Georgia Tech Counseling Center
- Co-facilitator: Interpersonal Process Groups, Georgia Tech Counseling Center, and University of Pennsylvania Counseling and Psychological Services
- Co-facilitator: Tools for Managing Anxiety Group, University of Texas at Austin Counseling and Mental Health Center
- Co-facilitator: Anxiety Interpersonal Process Group, University of Texas at Austin Counseling and Mental Health Center

AWARDS & CERTIFICATES

- **Culture Champion, Inclusive Leader Academy**, Georgia Institute of Technology, 2019
- **KORU Mindfulness Teacher Training**, Phoenix, AZ, January 2019
- **2018 Outstanding Service to GPA Award**, Georgia Psychological Association, Annual Meeting, 2018
- **Outstanding Staff Performance Innovation Award**, Georgia Institute of Technology, 2017
- **Bascombe Royall and Frances Fallon Fuller Scholar**, University of Texas at Austin, 2011-2012
- **Stuart C. Tentoni Outstanding Professional Development Program Award**, American Psychological Association National Conference, August 12, 2010
- **Graduate School Recruitment Fellowship**, University of Texas at Austin, 2008-2009.
- **Community Leader Award**, Semester at Sea, Spring 2007 Voyage Commencement, May 13, 2007
- **2005-2006 Spotlight Award**, University of California, Irvine.
- **Diversity Development Certificate Program**, University of California, Irvine. Graduated Spring 2005.
- **Omicron Delta Kappa National Leadership Society**, Inducted into the Sigma Circle, December 2002.

PUBLISHED WORK

Adelman, A., Awad, G., & Reilly, E. (2019). The role of religious orientation, narcissistic entitlement, and right-wing authoritarianism in the prediction of homonegativity for heterosexual men. *Psychology of Religion and Spirituality*. (under review)

Adelman, A., Awad, G., & Reilly, E. (2019). The role of narcissistic entitlement, conformity to masculine norms, and right-wing authoritarianism in the prediction of homonegativity for heterosexual men. *Psychology of Men & Masculinity*. (under review)

Sherry, A., Adelman, A., Farwell, L., & Linton, B. (2013). The impact of social class on parenting and attachment. In W. M. Liu (Ed.), *The Oxford handbook of social class in counseling*.

Sherry, A., Adelman, A., Whilde, M. R., & Quick, D. (2010). Competing selves: Negotiating the intersection of spiritual and sexual identities. *Professional Psychology: Research and Practice*, 41 (2), 112-119.

Adelman, A. L. (2002). *Peer leadership*. Leadership Insights and Applications Series #12. College Park, MD: National Clearinghouse for Leadership Programs.

UNIVERSITY SERVICE (Selected)

Georgia Institute of Technology

- Question, Persuade, Refer (QPR) Gatekeeper Trainer. 2017- present
- President's Mental Health Action Team. *Member*. 2017.
- Safe Space Training. *Facilitator*. 2014 – present.
- Trans 101 Training. Creator and Facilitator. 2015 – present.
- Diversity Month Planning Committee. *Member*. 2015, 2016.
- Georgia Tech Parents Weekend. *Volunteer*. 2014, 2015, 2016, 2017.
- Georgia Tech Sibs Day. *Volunteer*. 2016
- Social Committee, Division of Student Life. *Member*. 2014-2016.

University of Texas at Austin

- Vision Summit, Division of Diversity and Community Engagement. *Participant*. November 18, 2010
- Counseling Psychology Student Association. *Committee Chair*. 2008-2010.
- Clinton Global Initiative University, *Discussion Facilitator*. Spring 2009.
- Executive Committee, Counseling Psychology Program. *Student Representative*. 2008-2009.
- Diversity Task Force, Counseling Psychology Program. *Student Representative*, 2008-2009.

University of California, Irvine

- Undergraduate Housing Student Staff Selection Process. *Co-chair*. 2004 – 2007.
- Student Housing First Year Initiative Committee. *Member*. Spring 2004 – August 2008.
- Gender Education Task Force. *Member*. 2004-2005.
- Safe-Zone Program Development Committee. *Member*, 2005-2007

OTHER PROFESSIONAL POSITIONS

U.S. Department of Justice, Drug Intelligence Unit, Narcotics and Dangerous Drug Section, Criminal Division, Washington, D.C. **Paralegal Specialist**, December 1999 – June 2001

World Com, Reston, VA. **Provisioning Engineer**, July 1999 – December 1999

REFERENCES

Available upon request.

Andrew Kuykendall

Dependable, Principled, Hard-working Family Man

Lawrenceville, GA 30046

I have experience in manual labor, sales and management. I have developed the ability to relate to anyone and feel I would be an asset to any company I join. I prefer salaried positions, but I am open to offers. I would prefer management, but I will work to succeed in any position.

Work Experience

Route Driver

Southern Refreshment Services - Tucker, GA

May 2016 to Present

Servicing company owned vending machines; Driving company vehicles, including sit down forklifts; Speaking with customers and handling special requests and refunds

Outreach/Associate Pastor

Galilean Baptist Church - Lawrenceville, GA

September 2013 to Present

Responsibilities

1. Assist senior pastor in any and all duties pertaining to office
2. Teach Sunday School
3. Work in regular mid-week youth services
4. Counsel church members when necessary

Accomplishments

1. Establish a new Sunday School class directed to young adults
2. Reworked youth meetings into more coherent services

Skills Used

1. Years of experience in church work
2. Knowledge of basic psychology gained through college coursework
3. Public speaking on a regular basis
4. Strong interpersonal and rapport building skills

Sales Associate

Real Deals Furniture - Jefferson, GA

March 2016 to March 2016

Responsibilities

Sales of furniture and home decor; Special ordering furniture items

Accomplishments

In 2 weeks, I was the number 1 salesman on 2 different days.

Skills Used

Excellent customer service and sales skills; Ability to retain product knowledge and negotiate prices

Car Lot Manager

Complete Cash Discount Title Pawns - Loganville, GA

November 2015 to February 2016

Responsibilities

Selling repossessed vehicles; Maintaining records of vehicle sales; Working with local dealers and private individuals for best win-win scenario of vehicle sale; Conducting title pawns; Collecting on title pawns; Maintaining records; Coordinating with various sources to collect paperwork and titles to vehicles for sale

Accomplishments

Developed and implemented new marketing techniques for the store and district; Brought in new buyers for vehicles without going to auction; Worked to better the reputation of the company in the area; Raised the Google Review ratings

Skills Used

Vehicle sales experience; Management skills; Time management; Customer service; Organizational abilities

Security Consultant

Ackerman Security Services - Norcross, GA

September 2014 to October 2015

Responsibilities

Consult and assess a client's security needs for both residential and light commercial applications; Offer alternatives to proposed plans; Set appointments in a concise manner and meet them; Complete any and all paperwork pertaining to the sale

Accomplishments

Learned more ways to sell; Honed already sharp people skills further;

Skills Used

Ability to interact and connect with people from all walks or backgrounds; Punctuality and time management; Ability to assess a client's intentions or objections

Associate Extended Manager

Mutual Believers Association - Lawrenceville, GA

June 2014 to September 2014

Responsibilities

Managed and recruited a team of individual outside sales people; Performed group sales meetings and national webinars weekly; Introduced and conducted many marketing practices; Reviewed resumes and conducted interviews; Proofread and co-wrote the customer handbook

Accomplishments

In less than one month, I became the foremost manager in the company and one of only three people nationwide to conduct the national training programs and webinars; Influenced or implemented many of the sales tactics used

Skills Used

I used my well-developed people skills and ability to connect and listen to potential client and their needs then offer solutions. I have spent several years honing my leadership skills through both non-profit and traditional business experience.

Sales Representative

US Auto Sales - Lawrenceville, GA

November 2013 to May 2014

Responsibilities

Assess customers needs and fit them with a budget and a vehicle.

Accomplishments

I have honed my closing skills while sharpening my already above average rapport building skills.

Skills Used

The ability to quickly and accurately assess a situation and react accordingly. The ability to organize paperwork in a clear and easily maintained order.

Diabetic Shoe Fitter- Independent Contractor

Canyon Healthcare - Bristol, VA

March 2013 to July 2013

Measuring for and delivering prescription footwear to diabetic patients; Maintaining any and all paperwork pertaining to patient

Kennel Worker

Jones Animal Hospital - Bristol, TN

July 2009 to January 2013

1. Gave care as primary caregiver to animals residing in Jones Animal Hospital
2. Performed all custodial and maintenance activities required/requested
3. Assisted in any medical/surgical procedures as required

Youth Pastor

Community Baptist Church - Bristol, VA

March 2007 to December 2012

Responsibilities

1. Teach, counsel and train young people in the work of the church and the Bible
2. Coordinate evangelistic outings and other events
3. Moderate and establish regular meetings
4. Study to improve my knowledge of issues, topics and the Bible

Accomplishments

1. Grew a small group of four teenagers into the largest youth group in the area, in the ratio of teenagers to adults for church size

2. Established the Tri-Cities Youth Outreach and a network of other youth directors/pastors that is still continuing

Skills Used

1. Strong interpersonal relationship and rapport building skills
2. Knowledge of the Scriptures and ability to relate them to everyday life
3. Training in education from various college courses

Sales Representative

Friendship Ford - Bristol, TN

February 2009 to May 2009

1. Evaluated and met a customer's needs
2. Answered customer questions via phone and e-mail
3. Organized any and all paperwork pertaining, but not limited to, my customers
4. Learned basic mechanics of several vehicles and vehicle types

Church Road Photographer

Olan Mills - Bristol, VA

March 2008 to December 2008

1. Took portraits for church directories and family, individual and children's portraits
2. Assessed a person's photographic needs and met those needs
3. Explained procedures to customers and liaisons
4. Transported company owned equipment to destination

Security Officer

Virginia Intermont College - Bristol, VA

August 2007 to March 2008

1. Secured and protected persons and property belonging or pertaining to Virginia Intermont College
2. Assessed emergency calls and reports and prioritized them in order of urgency
2. Responded to emergency situations in order of urgency promptly and calmly
3. Cooperated and coordinated with local law enforcement and emergency response teams

Education

Youth Ministry

Pensacola Christian College

Associate of Arts in Religion

Liberty University

Skills

Forklift Operator

Additional Information

QUALIFICATIONS

1. Excellent observation skills
2. Ability to remain calm in emergency situations
3. Excellent work ethic, both within a team or working alone
4. Ability to follow detailed instructions and repeat them

GIL BRADLEY WILLIAMS



DELTA AIR LINES EXPERIENCE

AIRBUS 320 CAPTAIN

Delta Air Lines (Atlanta, GA) (Aug 2018 – Present)

- FAA type rating, Airbus 320 (31 Aug 2018)
- 690 Hours as A320 Captain

PROFICIENCY CHECK PILOT & SENIORITY LIST INSTRUCTOR PILOT B-757/767

Delta Air Lines (Atlanta, GA) (Oct 2013 – Aug 2018)

- Provided B-757/767 continuing qualification (CQ) recurrent training for over 100 pilots per year
- Conducted over 150 training events annually which included: initial, transition, FCF, and line-check airman training
- Managed special projects for the Chief Technical Pilot

FIRST OFFICER/B-737, B-757, B-767, B-777

Delta Air Lines (Atlanta, GA) (Dec 2000 – Oct 2013)

- FAA type ratings: Boeing 737, 757, 767, 777
- Volunteer for Delta pilot recruitment symposium

PAST AVIATION & AIR FORCE RESERVE EXPERIENCE

CHIEF OF STAFF/US AIR FORCES IN EUROPE-UNITED KINGDOM (RETIREMENT ESTABLISHED)

Colonel – USAFE/UK (Mildenhall Air Base, United Kingdom) (Apr 2018 – Aug 2019)

- Directed and supported US military forces based in the United Kingdom
- Orchestrated interoperability efforts between the US Air Force and the Royal Air Force of the UK
- Led international relations, international law, airspace operations, logistics, and public affairs

DIRECTOR OF OPERATIONS/AIR MOBILITY COMMAND (PART-TIME RESERVE DUTY)

Colonel - 18th Air Force (Scott AFB, IL) (May 2015 – Apr 2018)

- Managed over ten-thousand active-duty airmen, reservists, and civilians and 1100 aircraft across the world
- Coordinated Presidential airlift support, global logistics, and air refueling operations for the Air Force

US MILITARY REPRESENTATIVE TO NATO (PART-TIME RESERVE DUTY)

North Atlantic Treaty Organization (NATO Headquarters, Brussels, Belgium) (May 2012 – May 2015)

- Conducted political and military analysis to optimize the allocation of NATO aviation assets
- Oversaw deployment of US air defense equipment to support and defend NATO allies

DEPARTMENT OF DEFENSE LIAISON TO THE UNITED NATIONS (PART-TIME RESERVE DUTY)

UN Department of Peacekeeping Operations (UN Peacekeeping Mission in Haiti) (Sep 2010 – May 2012)

- Served as aviation and logistics advisor to the United Nations Mission in Haiti
- Led United States disaster response to the Haiti earthquake in 2012

AIR FORCE LEGISLATIVE LIAISON TO THE US HOUSE AND SENATE (PART-TIME RESERVE DUTY)

Air Force Legislative Affairs Directorate (Pentagon, Washington, DC) (Jun 2009 – Sep 2010)

- Developed Air Force political positions on international issues in coordination with the US State Department
- Prepared senior Air Force leaders for congressional testimony on national security related matters
- Advised members of Congress about Air Force capabilities, limitations, and requirements

COUNTRY DIRECTOR: JORDAN, KENYA & HORN OF AFRICA (PART-TIME RESERVE DUTY)

Air Force International Affairs Directorate (Pentagon, Washington, DC) (Sep 2004– Jun 2009)

- Orchestrated 225 foreign military acquisition projects worth over \$7B to increase security in the Mideast and Africa
- Managed \$240M in foreign military aid allocated by the US Congress to Jordan, Kenya, and the Horn of Africa
- Oversaw the acquisition and delivery of over 100 aircraft and radar systems to Jordan, Kenya, Israel, and NATO

AVIATION SAFETY INSPECTOR – FLIGHT OPERATIONS (FULL-TIME DURING AIRLINE FURLOUGH)

Federal Aviation Administration (Washington Dulles FSDO) (Jun 2002– Sep 2004)

- Assistant Principle Operations Inspector for Independence Airlines
- Conducted safety audits of Washington Reagan and Washington Dulles Airport operations
- FAA trained and certified Aircraft Accident Investigator

C-5 AIRCRAFT COMMANDER / T-37 INSTRUCTOR PILOT (ACTIVE DUTY-AIR FORCE)

US Air Force (Apr 1992 – Jun 2002)

- C-5 Pilot in command; flew over 300 missions in support of US troops in combat
- T-37 Instructor Pilot; trained over 200 Specialized Undergraduate Pilot Training (SUPT) students
- Executive officer for the 37th Flying Training Wing at Columbus Air Force Base in Mississippi

EDUCATION

- **Harvard University, Cambridge, MA**
Executive Fellowship – Leadership (Mar 2009)
- **University of Illinois – Champaign, IL**
Executive MBA (May 2008)
- **Air Command and Staff College (In-Residence) – Maxwell AFB, AL**
MS – Military Operational Art and Science (Jun 2005)
- **Embry-Riddle Aeronautical University – Daytona Beach, FL**
MS – Aviation Management and Aerospace Operations (Mar 1999) (4.0 GPA; Summa Cum Laude)
- **Howard University – Washington, DC**
BBA – Marketing (Aug 1991)

JAMES D. HARDING

Operations/Purchasing/Materials Management

...Proven success in cost reduction and consolidating operations...

Results-based, dependable management professional with solid leadership skills. Successfully reduced costs through effective vendor negotiations. Consistently promoted to positions of higher responsibility based on experience, knowledge, and superior work performance. Able to identify complex problems and implement workable solutions. Committed to lead a strong, motivated team to exceed corporate expectations. Track record of increasing productivity and profitability. Computer literate: Microsoft Word, Excel, PowerPoint, Outlook, Access, MFG Pro, Oracle, SAP, IST, Epicor P21, JDE and Monarch. Qualifying Strengths:

- Productivity & Process Improvement
- Resource & Workforce Optimization
- Document & Project Management
- Multi-Facility Management
- Budget Administration & Management
- Production & Quality Assurance
- Staff Training & Mentoring
- Cost Reduction & Profit Growth

CAREER BACKGROUND

CENTURY FASTENERS CORPORATION, Headquartered – Elmhurst, NY - USA 2003 - Present
Fastener distribution company, specializing in electronic, automotive and aerospace hardware; 13 distribution branches worldwide; 250 employees.

Branch Manager – Atlanta, GA and Richmond, VA - USA - (2011 – Present)

Asked to relocate to Atlanta, GA and take over the Branch Operations. Responsible for 53 Employees, to include Inside and Outside sales, Quality Control and Warehousing Operations. Develop and maintain customer relationships and ensuring all objectives are met.

- Achieved sales growth from \$4M annually to \$22M annually in 7 years with consistent growth every year by;
 - Developing new accounts (Aerospace OEM's, Aerospace Subcontractors, Space Systems, Automotive and Banking)
 - Grew existing accounts with exceptional service, communication and objective accomplishment.
- Consolidated warehousing operations in Richmond, VA into Atlanta, GA and created a Sales Office for the remaining Inside Sales personnel in Richmond for an \$1m a year savings.
- Upgraded the QMS for the Atlanta facility from ISO 9001-2008 to AS9120 in 2012 and then to AS9100 Rev D in 2017.

Corporate Purchasing Manager – Tampa, FL – USA (2003 – 2011)

Hired to consolidate purchasing operations from 13 branches into 1 centralized location. Challenged to identify cost saving opportunities. Manage staff of up to 14; including 3 commodity managers, senior buyer, buyers, and clerks. Purchase 83,000+ commercial and military part numbers annually, valued at \$35-\$40M. Develop and maintain solid relationships with 2,300+ vendors. Accountable for all vendor price negotiations. Monitor inventory levels. Conduct daily staff meetings and provide staff training, as necessary. Analyze and review all purchases over \$5K. Generate detailed monthly project list and cost saving reports.

- Achieved over \$2.1M annual cost savings each year, through successful vendor negotiations, outsourcing, and consolidation of supply base. Additionally, reduced costs through staff optimization; decreased buyer personnel by 3; hired commodity manager and coding personnel.
- Developed and implemented supply consignment programs (currently 7 vendors enrolled). Reduced amount of transactions, increased cash flow, decreased inventory/freight costs, and maximized available parts for immediate delivery.
- Collaborated with IT department to streamline processes through use of Intranet, including reporting, policies and procedures, inventory turnover, gross margin reports by part number, and document imaging.
- Decreased freight costs through successfully negotiating with vendors to absorb freight expenses.

JAMES HARDING

Page 2

CAREER BACKGROUND (continued)

SAMMINA-SCI, INC., San Jose, CA - USA

1997 - 2003

Printed circuit board manufacturer [formerly CMS Hartzell]; \$30B company.

Director of Asset Management/Enclosure Division (2000-2003) Toronto, ON - Canada

Provided metal fabrication for server boxes/large cabinets for Cisco, Lucent, and Sun Microsystems. Accountable for \$160M inventory, A/R, and \$11.2B fixed assets for 22 facilities worldwide. Indirect report of 22 material managers with a support staff of 25 at each location. Inventory consisted of individual parts, sub-assemblies, and final assemblies. Challenged to increase inventory turns.

- Reduced Days Sales Outstanding accounts from more than 70 days to 50 days or less.
- Decreased obsolete and excess inventory through timely billing and consistent follow up to ensure contract compliance. Brought division from 7 inventory turns to 14 turns annually.
- Partnered with Director of Purchasing to reduce costs on corporate level quotes, including power supplies, fasteners, fans, coiled and sheet steel, packaging, and freight.
- Oversaw Sarbanes-Oxley, Section 404 auditing to ensure corporate compliance (2002-2003).
- Cut costs \$4M through implementation of vendor consignment programs and global vendor negotiations (participation of 10 vendors at each facility companywide).

Materials Manager (1997-2000) Richmond, KY - USA

Managed purchasing, production, and inventory control for 2 automotive stamping facilities. Oversaw staff of 30. Controlled \$80-\$100M annual purchasing budget and monitored \$10M inventory. Negotiated with approximately 300 vendors. Analyzed customer demand and shipping schedules; created production schedules. Ensured accurate production reporting to maintain correct inventory levels.

- Increased inventory turns from 8 to 37 through implementation of consignment programs, lean manufacturing protocols, and effective product flow.
 - Cut overhead cost \$1.8M (reduced from 25% to 16% of revenues). Instituted consignment program, reduced staff through attrition, negotiated more effective vendor terms, and outsourced delivery functions.
-

EDUCATION

EASTERN KENTUCKY UNIVERSITY, Richmond, KY

Major: Accounting Minor: Applied Mathematics

Activities:

Chief Justice, Student Supreme Court

Lambda Chi Alpha, member

Alumni Relations

CONTINUING EDUCATION

JCIT Demand Flow Technology

AS9100 Internal Auditor

Lean Manufacturing

MILITARY

U.S. MARINES (1992 – 1996 Honorably Discharged)

Honors:

Naval Achievement Medal, Good Conduct Medal, National Defense Medal, Southwest Asia Service Medal, United Nations Medal, Armed Forces Expeditionary Medal, Humanitarian Service Medal, Armed Forces Service Medal, Sea Service Deployment Ribbon (2), Secret Security Clearance

CURRICULUM VITAE
James E. Talbot, DDS

September 2019

James E. Talbot, DDS

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PERSONAL

Home Address

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Date of Birth

February 1, 1959

Place of Birth

Tate, GA

Citizenship

USA

Sex

Male

Race

Caucasian

Children

[REDACTED]
[REDACTED]
[REDACTED]

EDUCATION

Gilmer County High School, Ellijay, GA, Diploma 1977

University of Georgia, Athens GA, BS 1981

Northwestern University Dental School, Chicago IL, DDS 1986

WORK EXPERIENCE

Dental Director

Good Samaritan Health and Wellness Center

175 Samaritan Drive

Jasper, GA 30143
August 2017-present
DentFirst
440 Ernest W Barrett Pkwy NW
Kennesaw, GA 30144
Associate Dentist
August 2016-2018

Dental Director Smith State Prison
9676 Highway 301
Glennville, GA 20427
February 2016-August 2016

Rivertown Dental Care
2514 Warm Springs Rd
Columbus, GA 31904
Associate Dentist
June 2015-January 2016

Talbot Dental Associates, PC
78 River Terrace
Ellijay, GA 30540
Owner and Full-time Practitioner
May 15, 1997 through August 31, 2013

George M. Talbot, Jr., DDS
78 River Terrace
Ellijay, GA 30540
Associate Dentist
September 11, 1994-May 15, 1997

Family Dental Associates
Cicero, IL
Partner Dentist
January 1987-September 1994

PROFESSIONAL EXPERIENCE

Trained and skilled in all aspects of General Dentistry including:
-Restorative dentistry including cosmetics dentistry
-Endodontics including molars and retreatments

- Extractions including surgical extractions
- Implant restorations
- Dentures and Partial
- Full mouth rehabilitation
- Pediatric dentistry
- Geriatric dentistry including treatment in nursing homes
- Highly anxious patients including oral sedation
- Utilizing several operatories while also examining hygiene patients
- Staff training
- Community Outreach

ACADEMIC EXPERIENCE

Georgia Health Sciences University, College of Dental Medicine,
Augusta, GA, Adjunct Faculty, 2011-2013, 2018-Present

Northwestern University Dental School, Chicago IL, Clinical Faculty
Department of Diagnosis, Treatment Planning and Oral Medicine
1986-1994

Morton Community College, Cicero, IL, Dental Assisting Program
Clinical Dentist 1991-1993

Harold Washington Community College, Chicago, IL, Instructor in
Dental Assisting 1987

PROFESSION ASSOCIATIONS

Member, American Dental Association 1986-present
Grassroots Contact Dentist 2001-2013, Recipient Grassroots
Program, Award of Excellence Outstanding Action Team 2005
Member SELECT Evaluation Committee 1994

Member, Georgia Dental Association 1994-present
Continue Education Lecturer, Current
Chairman, Medicaid Committee 2011
Honorable Fellow

Chairman, Fisher Foundation Relations Task Force 2011-2013
Parliamentarian for House of Delegates 2004-2008, 2010-2012
Member Governmental Affairs Committee 2002-2008
Delegate for House of Delegates 2002-2007
Alternate-Delegate for House of Delegates 2000-2002, 2009-2012
Contact Dentist Liaison 2005-2008
Chairman, Public Relations Committee 2003-2005
Chairman, Governmental Affairs 2002-2003
Children's Dental Health Month Liaison 2001-2002

Member, Northwestern District Dental Society 1994-present
Treasurer 2009-2010
Governmental Affairs Committee 2000-2013
Parliamentarian 2007-2013
President 2004-2005
President Elect 2003-2004
Secretary 2002-2003

Fellow Pierre Fauchard Academy

Fellow American College of Dentists

Fellow International College of Dentists

Member Illinois State Dental Society 1986-1994
Several Committee Appointments

Member Chicago Dental Society 1986-1994
Several Committee Appointments

ELECTED POSITION

Gilmer County Board of Education 2000 and 2004
Legislative Liaison 2002-2008
Parliamentarian 2006-2008
Vice-Chairman 2002 and 2004

APPOINTMENTS

Board of Georgia Department of Human Resources 2005-2009
Member Public Health Sub-Committee

Parliamentarian 2007-2009

Gilmer County Economic Development Authority 2000-2009
Chairman 2004-2007

COMMUNITY ACTIVITIES

Member Ellijay First United Methodist Church 1994-present
Chairman, Administrative Council 2005-2007
Vice-Chairman, Administrative Council 2004
Lay Leader 2002-2004
Chairman, Worship Committee 1998-2002

Member Gilmer County Chamber of Commerce 1994-2013
President 1998
President Elect 1997
Board of Directors 1996-2000

Member Ellijay Apple Festival Committee 1997-2000

James V. Thomas CHA, VFG
Johns Creek, GA 30022

Results oriented, hands-on executive with a broad range of leadership experience in the hospitality industry. Strong professional skills in speech writing, sales, strategic planning, relationship management, and program development with a strong emphasis with airline, leisure/SMERF and specialty market sales.

A persuasive and pro-active change agent adept at dealing with both business and financial barriers to achieve desired results with outside-the-box strategic thinking combined with strong technical, written/verbal and soft skills and hospitality/customer service expertise and knowledge.

Current Position: Principal and Managing Partner – *FIT Hospitality and Financial Advisors, LLC, Atlanta, GA* - Specializing in personal financial management, hospitality consulting with regard to airline/leisure and specialty market segments, corporate and political speech writing and consulting. Working closely with each client to uncover opportunities, create workable, common sense solutions that are both cost effective/ forward thinking and driving RESULTS that exceed expectations.

Employment History: InterContinental Hotels Group (IHG), Atlanta, GA -

Director of Airline, Leisure & Specialty Markets Sales/Services (last position) – Leader of team responsible for generating guestroom revenues at IHG hotels on a global basis from airlines, corporations and SMERF/leisure companies. Managed accounts directly to drive fractional air, trains, trucking and FEMA demand as well as related small corporate transient business. Well versed in transactional, channel distribution and sales methodologies of key accounts.

Key IHG Accomplishments:

Sales Management: Led IHG Americas Segment Sales team to record setting levels from 12 years straight exceeding goals and prior year results every year, the only IHG Americas Sales team to do so. This includes the recession years of 2008-2009.

Event Management: Created and implemented engaging client events and activities for the airline and leisure/tour operator segments and related clients that fostered and enhanced key relationships and increased revenues to hotels.

Relationship Management: As an individual account, increased Corporate Lodging Consultants (CLC) revenues from \$52M in 2011 to \$136M in 2015 using challenger selling as well as the 60% hotel strategy that matched up CLC need markets with IHG need hotels.

Survey Management: Designed and directed the technical and comprehensive implementation of the Global IHG guest satisfaction measurement system (GSTS) creating a system that lasted for 12 years and was 60% under budget.

Key IHG Accomplishments (con't):

Advertising/PR Management: Created and implemented an aggressive development advertising, marketing and PR campaign supporting a record-breaking franchise sales/development effort for Holiday Inn, Holiday Inn Express and Crowne Plaza.

Conference Management: Initiated, planned, implemented and directed the annual General Managers Conference for over 2,000 franchisees and hotel general managers. Achieved a net profit margin of 33% obtaining the highest satisfaction rating of any IHG conference before or since.

Supply/Demand Management: Performed over 100 market/feasibility studies for hotel conversions, new development, impact/encroachment, acquisition/disposition analysis, etc. in support of system growth strategies.

Strategic Management: Shared responsibility for providing the economic, financial and other general assumptions for the long-range strategic planning process for Holiday Inns, Inc. and its subsidiaries.

Ad Hoc Management: Involved in special projects and ad hoc analysis for company senior management tasked to "change the way we do business"; included managing outside consulting firms tasked with same.

IHG Sales Awards:

IHG Global Sales Director of the Year (2 times)

IHG Brand MVP Management Award

IHG Global Sales Team of the Year (4 times)

IHG CEO/Presidents Award

Employment History: Internal Revenue Service (IRS), Memphis, TN (con't)

BMF Adjustments – received, made decisions and granted approvals for Net Carryback Losses and Investment Credit adjustments.

Education:

M.B.A. Finance

University of Memphis, Memphis, TN

B.S. Real Estate & Development

University of Tennessee, Knoxville, TN

Interests/Accomplishments:

Reading; Travel; Public Speaking; Golf (GA Sr Amateur Champion); CanCare (one-on-one counseling) Volunteer and Stage 3 Cancer Survivor, Geographical History, Political Strategy; 2012 London Olympic Torchbearer participant

JANET HUNT

CAREER SUMMARY

Operations / Training Specialist and **Military Veteran** offering 10 years of expertise providing senior level administrative support and delivering training programs. Provided coordination efforts for integration with 4 different watch operations to develop and maintain initial, in-service and annual training for over 200 personnel. Provided weekly briefings on standard operating procedures and technology for entire staff, resulting in increased knowledge for over 50 personnel. Developed and implemented 24 policies, standard operating procedures and work instructions.

QUALIFICATIONS PROFILE

- | | |
|---|---------------------|
| ◆ LEADERSHIP/SUPERVISION | ◆ ON-BOARDING |
| ◆ TRAINING & DEVELOPMENT | ◆ RISK MANAGEMENT |
| ◆ POLICIES/PROCEDURES/WORK INSTRUCTIONS | ◆ MS OFFICE EXPERT |
| ◆ RECORDS MANAGEMENT | ◆ TEAM ORIENTED |
| ◆ CUSTOMER SERVICE | ◆ INVENTORY CONTROL |
| ◆ CHANGE MANAGEMENT | ◆ QUALITY ASSURANCE |

CAREER TRACK

GEORGIA DEPARTMENT OF TRANSPORTATION, GAINESVILLE, GA January 2018 - PRESENT

Right of Way Specialist

Negotiate with property owners to purchase or lease property in accordance with project requirements

- Prepare monetary offers on purchases and/or lease of land required for state transportation projects
- Update property management database with status of all properties
- Provide detailed records of communication with all property owners of assigned parcels

LOWERS RISK GROUP, Flowery Branch, GA May 2017 – December 2017

Criminal Research Analyst

Conducted research using specific criminal information websites to determine if subject has either a clear record or has criminal information to report to the client

- Entered results into the Public Records system, either as clear (no information found) or the information found in the criminal record as specified per the client's instructions.
- Performed additional administrative research duties as assigned.
- Met quality and productivity standards as established by the Operations Supervisor

AMAZON, Braselton, GA October 2016 – March 2017

Trainer

Work with associates to comprehensively train the process for quality, productivity and safety.

- Lead trainings/and or start of shift meetings to a group of 20+ associates
- Coach, train and communicate with associates and managers
- Troubleshoot problems through to resolution, escalating as necessary
- Perform production duties as needed: pick/pack orders, receive/stow product, ensure inventory accuracy, and unload/load trucks at or above the rate expectation for each

task

- Write process improvements, standard operating procedures and step-by-step guides

RESTORE PROS – Jefferson, GA, June 2015 – May 2016**Office Manager**

Developed preventive maintenance schedule to assist in 100% follow through for customers and comprehensive standard operating procedure for administrative assistant.

- Reviewed and completed all jobs worked by technicians to ensure 100% invoicing to customers
- Researched and retrieved over \$10K worth of outstanding receivables and compiled profit / loss workbook to provide weekly feedback to owners

BED BATH AND BEYOND – Pendergrass, GA, July 2014 – March 2015**Operations Manager**

Managed the day-to-day operations of the Customer Service & Customer Returns Department, resulting in 90% customer satisfaction.

- Ensured associates were trained and adhered to the policies and procedures of the company, and safety standards of all equipment
- Conducted performance reviews, created and monitored development and improvement plans
- Provided coordination, evaluation, and continuous process improvement of the department and team members to establish base line standards
- Established and maintained metrics for department and provide frequent communication and feedback to team members to enhance quality and productivity, resulting in a 25% reduction in errors

GENERAL DYNAMICS – Arlington, VA, August 2011– March 2014**Operations and Training Specialist**

Provided subject matter expertise on change management, policy and guidance, standard operating procedures, job aids work instructions, and operational checklists.

- Created and implemented a standardized, repeatable process throughout the organization with a comprehensive change management program, saving 2-3 hours per day for researching
- Provided weekly briefings on standard operating procedures and technology for entire staff, resulting in increased knowledge for over 50 personnel
- Advised on matters concerning effective and efficient organizational processes and elements, with emphasis on strategic planning and streamlining; developed continuity of operations and emergency response action plan
- Provided administrative support for personnel security in ensuring all incoming personnel completes the DHS suitability, orientation, and security and access requirements.

COMPUTER SCIENCES CORPORATION (CSC) – Fort Belvoir, VA, November 2007– August 2011**Site Lead /Training Manager**

Supervised a team of 15 personnel in archiving, analyzing and organizing information into an electronic case management system.

- Created and implemented a comprehensive basic user level training program for new software implementation.
- Provided case management database planning, training, process development and deployment mechanisms
- Provided process improvements and training functions including: controlling, analyzing, researching and formulating responses to written and telephonic requests for information and Freedom of Information Act (FOIA) requests from internal and external agencies
- Developed and implemented 24 policies, standard operating procedures and work instructions; completed a Case File consolidation Project of over 1200 files
- Completed an evidence collection consolidation project that consisted of over 10,000 lines of data

EDUCATION/PROFESSIONAL DEVELOPMENT

American Military University, Master of Public Administration – 2013

American InterContinental University, Bachelor of Science, Business Administration – 2006

MILITARY BACKGROUND

US Army Active Duty – September 1986 – May 1992 – Honorable Discharge

US Army National Guard – August 2000 – December 2006 – Honorable Discharge

Jerry Jones

Brunswick, GA



Work Experience

Manager

Wendy's Hamburgers - Goose Creek, SC
March 2017 to Present

Manage Restaurant Operations

Owner/Operator

Subway Kings Bay - Kings Bay, GA
October 1996 to August 2006

Owner of 3 Subway Sandwich location's.

Field Consultant

Subway - Gainesville, FL
January 1991 to January 2001

Supervision of 40 Subway locations, assisting Owners and Manager's in Subway Operations

Education

Bachelor's in Theology

Christ for the Nations - Dallas, TX
August 1976 to May 1979

Awards

Field Consultant of the Year

Received the National award 6 out of 10 years

Laura Booth Hunt



As a Georgia born native, it is my interest and desire to apply for this position for the purpose to get involved and contribute in helping to get our country back to the foundation and principles in which we were built upon.

In our Government today, we need individuals involved that are not paid politicians with specific and/or personal agendas, but instead individuals who are honest and hard working citizens that have a true and genuine concern for our Country, our People and where the future of our State and Nation are headed.

Our Government needs fresh ideas, plans, out looks, etc... and what better person to bring these to the table then someone whom has never worked in politics, has no personal agenda and has no promises or debts to another for obtaining this position.

Though my back ground is not that of politics, I can assure you that I have the ability, dedication and passion to full fill the responsibilities and obligations of this position.

2006 - Present

Part owner of J Hunt Electric, Co. Inc.

Responsible for financial reports, monthly and quarterly tax filing and ensuring the future success of the business.

2005 - Present

Premier Collision Center

Office manager who over sees the day to day operations, customer service, financials, payroll, accounts receivables and payables.

1989 - 2005

Covington Credit Corp. - Southern Management

Supervisor over several offices in Georgia and responsible for overseeing the multi-millions of dollars in receivables, training of new employees and managers. Working with GILA for regulation and compliance of lending, insurance products and over all operations.

2010 - 2014

President of Highland Oaks HOA

On the HOA Board of community overseeing compliance of by-laws/covenants. Working with Board Members in obtaining quotes for projects needing done and overseeing those projects through completion. Working to make decisions that were in the communities best interest and what would ensure the communities home investments.

Lilith Miller

Senior Technical Writer - NUVASIVE



Work Experience

Senior Technical Writer

NUVASIVE - San Diego, CA

July 2019 to Present

- Knowledge of design control, quality, and regulatory compliance for the development of medical device products.
- Updated documentation to meet compliance with the new European Union Medical Device Regulation requirements.
- Wrote the engineering training manual for the development department.

Technical Writer

VISTA BIOLOGICALS - Carlsbad, CA

May 2018 to July 2019

- Wrote Raw Material Specifications according to Standard Operating Procedures.
- Edited Standard Operating Procedures and other documentation.
- Reviewed Batch Records for accuracy and completeness.
- Knowledge of design control, quality, and regulatory compliance for the development of biologicals.
- Stakeholder management (i.e. manufacturing personnel, management, scientists, clients).

Document Control Coordinator

SOMMETRICS - Vista, CA

January 2018 to May 2018

- Maintained Quality Management System and documentation.
- Processed Engineering Change orders.
- Assisted with internal audits and reviewed documentation.
- Processed final documentation on SAP (MasterControl) system.
- Knowledge of design control, quality, and regulatory compliance for the development of medical device products.

Technical Writer

APEX LIFE SCIENCES - San Diego, CA

December 2014 to January 2018

- Completed document conversion for various acquisitions.
- Knowledge of design control, quality, and regulatory compliance for the development of medical device products
- Reviewed Batch Records for accuracy and completeness.
- Processed change orders and edited documentation using SAP system.
- Produced documentation for IVD product development projects.

Quality Control Technician

INGREDIENTS - San Marcos, CA

October 2013 to November 2014

- Collected samples of incoming, in-process, and final materials for testing.
- Maintained the Quality Management System and trained new employees.
- Assisted with internal audits.
- Managed the Quality Control Department.

Laboratory Technician

INOVA, GENENTECH - San Diego, CA

September 2010 to October 2013

- Manufactured ELISA plates according to procedure.
- Assisted with inventory and other duties as assigned.
- Knowledge of design control, quality, and regulatory compliance for the development of pharmaceuticals.

Education

Bachelor of Arts in Criminal Justice in Criminal Justice

CALIFORNIA STATE UNIVERSITY - San Bernardino, CA

Skills

Social Media Marketing, Microsoft Office, Marketing, SEO, Microsoft Excel

Lisa Wilcox

[REDACTED]

[REDACTED]

[REDACTED]

Experienced leader with an extensive background in customer success management, consulting, development, collaboration and proactive support. Demonstrated success in heightened customer engagements with the ability to resolve issues in a logical and timely manner to customer satisfaction. Ability to create and maintain relationships from C level to all levels of management and analyst/developers. Full life cycle management of projects from inception to completion. Noted as a resource that is able to calm volatile situations and provide reasonable and acceptable solutions to customer satisfaction and resolution with a focus on increasing use of current and additional software and services.

KEY COMPETENCIES

- Customer Success/Advocacy/Retention
- Relationship Management (Internal/External)
- Resourceful Problem Resolution
- Win/Win Resolution
- Leadership / Mentoring
- Business Development
- Requirements Gathering and Analysis
- Product Troubleshooting

PROFESSIONAL EXPERIENCE

DataStax, Santa Clara, CA – Based in Georgia

Director Customer Success - East

2019-Present

Strategic Customer Success Manager

2018-2019

- Trusted advisor, own overall relationship with customer and their success.
- Partner with the customer to establish a transformational Business Roadmap/Blueprint to ensure achievement of business goals with DataStax.
- Develop, prepare, and nurture customers for advocacy.
- Educate customers on new features and services.
- Work with customers to establish critical goals and key performance indicators. Aid the customer in achieving their goals as well as identifying and/or developing upsell opportunities.
- Manage high volume of programmatic interactions that are time, event, value and ad hoc based.
- Influence and drive higher lifetime value.
- Drive adoption through active tracking of key performance indicators throughout the Customer lifecycle via Salesforce and Gainsight.
- Work closely with the Sales, Product, Services, Support, Training and Renewals teams to quickly onboard customers, define success criteria and surface opportunities and proactively head off issues before they become real problems.
- Review customer usage of DataStax and identify opportunities and challenges and develop plan to communicate and engage appropriate team to address.
- Develop and implement scalable methods for communicating best practices to customers.
- Work closely with the renewals and with sales teams to drive expansions.
- Serve as the escalation point for customer issues.
- Bring the voice of the customer into DataStax - Strategically incorporate customer feedback to Product Management, advocating internally on behalf of the customers' needs.
- Monitor and maintain client health score and proactively drive action to reduce churn risk.
- Responsible for 10+ mill ACV as an individual and 45+ as a team.
- 95%+ customer retention rate as a team.

Talend Corporation, Redwood Shores, CA – Based in Atlanta, GA
Senior Customer Success Manager

2017-2018

- Drove maximum adoption of Talend on-premise and cloud solutions and identify/drive product expansion opportunities via high value relationships with customers.
- Provided customer-facing, post-sale, install-base Account Management.
- Team with multiple groups within the Sales, Support, Operations and Consulting organizations.
- Responsible for understanding the near- and long-term vision of the customer.
- Coordinated the appropriate Talend resources, programs, and information to ensure the customer's value of the product and product adoption.
- Safeguarded retention and expand the customer's knowledge and footprint are key initiatives.
- Developed long term partnerships with customers to ensure they remain successful by realizing the full value of their investment and that the customer continues/renews their contract.
- Responsible for maintaining a high level of customer satisfaction by being an advocate and liaison between customers and internal operations.
- Identified product expansion/up sell opportunities.
- Provided input into the CSM methodology and direction and act as mentor to newer CSMs.
- Enhanced business relationships to drive additional opportunities.
- Worked closely with Implementation Success Managers, Account Sales Managers, Cloud Operations, Support and Consulting to reach revenue goals and ensure customer satisfaction.
- Entrepreneurial approach with a high degree of autonomy and self-motivation.

Oracle Corporation, Redwood Shores, CA – Based in Atlanta, GA

ERP/EPM Senior Customer Success Manager(CSM)(SaaS)

2016-2017

Principal Technical Support Engineer-Exalytics

2014-2016

Senior Technical Support Engineer- Exalytics

2012-2014

Technical Support Engineer- Hyperion

2008-2011

- Primary responsibility was the voice of the customer by identifying and qualifying the key factors of success and resolving issues as they arose.
- Developed plans to meet criteria based on regularly cadenced communications (EBRs, Executive Meetings, etc.)
- Effective communication was used to drive a product roadmap of success.
- Required a highly quantitative approach to understanding, measuring, and forecasting customer behavior and revenue.
- Drove renewals and identified opportunities for growth by way of upsell and cross-sell.
- Nurtured opportunities in conjunction with account executives and developed a plans to increase the penetration at strategic customers that provided for increased Oracle account executive visibility.

Chatton Corporation, Atlanta, GA

1999-2008

Consultant- Essbase

- Member of a small consultancy providing project and retainer assistance
- Conducted the full life cycle of an Essbase implementation.
- Perform user requirements analysis.
- Build and maintain all Application/Databases, optimize processes through automation.
- Initiated and implemented disaster recovery processes.
- Developed customized budget applications for input of high volume cost centers and large number of users that integrates into PeopleSoft and SAP.

Grace Technologies, Incorporated, Data Warehousing, Atlanta, GA

1997-1999

Engagement Manager

Cambridge Technology Partners, RAD Development, Atlanta, GA

1997

Associate Director II

Arthur Andersen Business Consulting,
Advanced Technology Group, Atlanta, GA
Manager

1996-1997

EDUCATION/TRAINING/PROFESSIONAL ORGANIZATIONS

Masters of Business Administration – University of Maryland

Masters in Management & Technology – University of Maryland

Bachelor of Science Degree in Marketing - St. Cloud State University

Everson

Melvin J.

**Husband, Father, Grandfather, Minister,
Statesman, Veteran, Grew up on a Farm in South
Georgia.**

**Former Snellville City Councilman, Former
Georgia State Representative,**

Employment

1975-1976

Tift County Recreation Department (Tifton, Ga.)

**1976-1979 U.S. Military (Honorably Discharged
in 1999 after 23 years active/reserve)**

June 1979-January 1980

**Lilliston Equipment Manufacturing Inc. (Cordele,
Ga.)**

➤ Spot Welder for prefabrication of parts for
equipment assembly

1980-1988

Guardsmark Security Inc. (Memphis, Tenn.)

➤ Unit Manager

1988-2003

J.C.Penney Catalog Inc. (Forest Park, Georgia)

2001-2004

➤ Elected to Snellville City Council; served as Mayor
Pro Tem for three years; Oversight for Police
Department

2003-2004

➤ **Richs Inc. (Atlanta, Georgia)**

Gwinnett Place Mall

2004-2005

Private Probation Service (PPS)

Lawrenceville, Georgia

2005-2010

➤ **Georgia House of Representative Dist. 106
(Snellville, Lilburn, Lawrenceville, Grayson, and
Loganville, Ga.)**

➤ Served on the following committees:
Transportation, Education, Insurance, Judiciary
(non-civil) and Defense and Veteran Affairs

November 18th 2010

➤ **Appointed by Governor Deal as the Executive
Director of the Governor's Office of Work Force
Development.**

September 18th 2011

➤ **Appointed by Gov. Deal as the Executive
Director of the Governor's Office of Georgia
Commission of Equal Opportunity
Employment/Fair Housing.**

Education

- **1975 Wilcox County High (Rochelle,
Georgia) High School Diploma**
- **1983 Albany State University (Albany,
Georgia) BS Criminology**
- **1993 John Reid Investigation College
(Chicago, Illinois)**
- **76--99 Various Military Schools**

Michael L. Mosier

TOP SECRET CLEARANCE WITH SPECIAL ACCESS (TS-SCI)

OBJECTIVE

Seeking Appointment as Georgia Senator to the United States of America. Goal is to serve in a dynamic organization, produce timely and quantifiable results that exceed organizational goals and enhance operations through teamwork, process improvement and gaining efficiencies. Being loyal to this organization and being part of our community and investing in the future for our citizens is what it's all about. I have set roots in this community, my children have graduated from the Bryan County School System, and I want to see the best for our citizens for years to come.

EXECUTIVE PROFILE

Experienced leader in diverse organizations, responsible for up to 1,500 personnel involved in global engagements resulting in a noteworthy record of accomplishment. A strategic leader with expertise in leading people and organizations in the development and execution of forward-thinking programs in logistics management, human capital management, training and business process improvement. A capable, self-motivated, mission focused and results oriented leader with the ability to anticipate requirements, analyze and solve complex problems, initiate required actions and motivate diverse groups to accomplish the organization's goals and missions in a rapidly changing environment.

KNOWLEDGE, SKILLS AND ABILITIES

EXECUTIVE LEADERSHIP: Provided expert guidance, monitored progress, identified obstacles, recommended corrective actions, evaluated results, delegated responsibility, and assigned work in accordance with leader and staff training and skill levels. Strived to develop a positive work environment, promoted teamwork and led subordinates to achieve operating goals and strategic initiatives in a way that leveraged lessons-learned, best practices, and ever-evolving requirements and expectations. Wrote and supervised critical workforce development programs and training strategies to prepare large organizations for global engagements.

HUMAN RESOURCE MANAGEMENT: Experience in Human Resource Management concepts, principles, regulations, policies, procedures, and programs utilizing automated resource systems to analyze data and conduct studies; prepared and presented briefings to management personnel. Managed all facets of workforce integration, leader development, training, education and advancement. Promoted understanding and acceptance of differences; model respect for Equal Employment Opportunity and diversity.

SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT: Advised commander and the staff on all facets of Safety, Occupational Health Management and Composite Risk Mitigation. Supervised and evaluated organizational comprehensive safety programs to ensure regulatory compliance in both peacetime and during combat and contingency operations and recommended improvements.

MANAGEMENT ADVISOR AND TECHNICAL EXPERTISE: Effective in researching, gathering, analyzing and evaluating information to make recommendations to senior level management. Interacted with leadership to review and develop strategic goals, budgets and policies. Provided advisory services to improve productivity efficiency.

EDUCATION

Bachelor of Science, Excelsior University, Albany, New York
Associates of Arts, University of Alaska, Fairbanks, Alaska
United States Army Sergeants Major Academy, Ft. Bliss, Texas

RECENT EXPERIENCE

Paraprofessional, Richmond Hill Middle School

Richmond Hill, GA
January 2016-Present

Supervisor: Michael Tinney, [REDACTED]

Responsible for the In School Suspension classroom in a school of over 1700 middle grade students. Ensures assigned students complete any assignments. Conducts professional development training for teachers. When needed, drives students on the school bus.

RECENT EXPERIENCE

Santa Claus

Richmond Hill, GA
December 2015-Present

Worked as Santa Claus during November/December at various locations. Entertained up to 2500 children yearly bring joy to all.

RECENT EXECUTIVE EXPERIENCE

Command Sergeant Major, 10TH Sustainment Brigade Troops Battalion and 548TH Combat Sustainment Support Battalion (CSSB)

Fort Drum, NY and Iraq
January 2007-May 2011

Supervisor: MG Kurt Ryan, [REDACTED], or COL (R) Mark Drake, [REDACTED]; **Contact:**
YES

Senior Advisor to the Chief Executive Officer (~1,200 Personnel)

Command Sergeant Major, 703RD Brigade Support Battalion

Fort Stewart, GA and Afghanistan

October 2011-May 2015

Supervisor: COL Nathan Swartz [REDACTED] **Contact:** YES

Senior Advisor to the Chief Executive Officer (~1,800 Personnel)

AWARDS AND RECOGNITION/SIGNIFICANT ACCOMPLISHMENTS

Legion of Merit; Bronze Star Medal x 3; Quartermaster Corps Order of St. Martin; President's Gold Award for Physical Fitness; Numerous other Awards, Decorations and Campaign Medals

4 Combat Tours: 2 x Operation Iraqi Freedom, 2 x Operation Enduring Freedom



Program Director

8+ years of success in managing teams and improving processes

Diligent and results-driven professional with proven experience in talent and education development. Expert communicator, presenter, and educator; able to develop impactful curriculum and effectively evaluate program and assess results. Technical proficiency in MS Office Suite. Seeking to benefit reputable organization as a program director.

Areas of Emphasis

- Recruiting Initiatives
- Coaching / Mentoring
- Program Management
- Interviewing Techniques
- Performance Management
- Process Redesign / Change Management
- Talent Assessments / Evaluations
- Team Building and Leadership
- Development Programs
- Education Curriculum

Career Experience

Wal-Mart Inc., Thomson, Ga

Drives the financial performance of assigned area and provide supervision and development opportunities for hourly associates in assigned area.

Assistant Store Manager(Oct.2017-Current)

- Ensures compliance with Company policies and procedures
- Models, enforces, and provides direction and guidance to hourly Associates on proper Customer service approaches and techniques to ensure Customer needs, complaints, and issues are successfully resolved within Company guidelines and standards.

Social Market Exchange, Greenville,SC

Facilitated analysis, set monthly sales goals, and trained management teams including the deliverance of assessments.

Director Of Operations (2013 to 2017)

- Analyzed data, prepared reports, and assigned projects for in-depth results of applicant information; conducted background screens and testing on candidates while managing all phases of recruitment.
- Cultivated and fostered partnerships to find qualified candidates; trained management on PeopleSoft, coordinated regional compensation workshop and organized all monthly reviews for associates.

Glennville Community College, Glennville, GA

Business Instructor (2011 to 2013)

- Creates and maintains course materials in compliance with College and regulatory requirements.
- Assess student learning, provide feedback and support, and refer student for additional support when necessary
- Participate in advisory boards, student organizations and system committees. To improve learning outcomes
- Teach the depth and scope of class materials as outlined in the syllabus and catalog and draw real life comparison.
- Demonstrates a sensitivity toward and respect for the myriad of diversities represented in the student population, colleagues and service area.
- Performs basic student enrollment and recruitment functions, such as community outreach, support of student registration and student retention activities.

Augusta State University, Augusta, GA

Provided selection, interviewing and assessments for all candidates of all positions; developed job descriptions to attract targeted talent and collaborated with Human Resources to facilitate year-end talent reviews.

CREDENTIAL SPECIALIST (2009 to 2011)

- Provided coaching and mentoring to employees regarding entrance and exit interview processes.
- Designed employee packages, retrieved requested files, and reviewed files for compliance and record keeping.

Education & Credentials

Master of Business Administration, Strayer University, 2016

Bachelor of Arts in Human Resource Management, American Military University, 2015

Six Sigma Green Belt Certified, Management and Strategy Institute, 2017

David Kent Byers

QUALIFICATION PROFILE

- Thirty years law enforcement in a progressive nationally accredited law enforcement agency serving a diverse population of more than 700,000 in 271 square miles
- Supervisory and management experience in Uniform, Special Operations and Criminal Investigation Divisions
- Georgia P.O.S.T. Management Certification (PA0420110020S) Multiple GA P.O.S.T. Certifications

NOTABLE ACCOMPLISHMENTS

- Campaigned for and oversaw the expansion of the Crime Scene Investigation Unit from four investigators to eight investigators.
- Served as driver of the lead car in a presidential motorcade. Responsible for helping ensure the security of the President of the United States and two past Presidents during a visit to Atlanta to attend the funeral of Ms. Coretta Scott King
- Made a presentation on Local agency 'Best Practices' in conjunction with the Georgia Department of Public Safety Motor Carrier Compliance Division to the annual meeting of the Commercial Vehicle Safety Alliance.
- Upgraded equipment of the Commercial Vehicle Enforcement unit to increase efficiency and obtained the maximum MCSAP Grant benefit for the unit from 2003 – 2009.

CAREER ASSIGNMENTS AND EXPERIENCE

DeKalb County Police Department - July 25, 1988 to Present

12/18/2018 – Present	Lieutenant – CID – Vice Unit (Part Time)
9/30/2016 – 12/18/2018	Lieutenant – Retired Reserve
3/17/2014 – 9/30/2016	Lieutenant - Criminal Inv. Div. Crime Scene Investigation Commander
10/2/2010 – 3/17/2014	Lieutenant - Watch Commander - Uniform Division – North/Central Pct.
10/2009 – 10/2/2010	Sergeant - Uniform Division - North Precinct
07/2003 – 10/2009	Sergeant - Special Operations Division - Commercial Vehicle Enforcement
04/2000 – 07/2003	Sergeant - Uniform Division - Tucker Precinct
01/1998 – 04/2000	Sergeant – Uniform Division – East Precinct
08/1997 – 01/1998	Detective – Criminal Investigation Division - East Precinct
11/1988 – 08/1997	PO-I through MPO - Uniform Division - Center Precinct
7/25/1988 – 11/18/1988	35 th Academy Class – DeKalb County Police Academy

TRAINING HIGHLIGHTS

- Completed 240 hours of managerial and supervisory training (Georgia P.O.S.T. Certification)
- Georgia Peace Officers Standards and Training Basic certification – February 1989
- Extensive career development, equipment certification, departmental and specialized training including:
 - TASER X-26 Certified
 - LIDAR Laser Certification
 - Homeland Security Training
 - Terrorism & Anti-Terrorism Overview Training
 - Crime Scene Investigation Training
 - Highway Drug Interdiction
 - Homicide Investigation
 - National Response Planning (NIMS)
 - Federal Motor Carrier Safety Training
 - Commercial Vehicle Interdiction
 - Commercial Vehicle Inspection
 - Ga POST Certification as a Crime Scene Technician

EDUCATION

Georgia State University - Bachelor of Business Administration - August 1986

ROBERT L. STEWART, P.E.



WORK EXPERIENCE

2/2019—PRESENT

VARIAN MEDICAL SYSTEMS

Senior Director, Interventional Oncology Market Development

Lead Varian effort to create and grow a new Interventional Oncology division within the world's leading Radiation Oncology technology company.

7/2016—2/2019

SIRTEX MEDICAL

Regional Sales Manager, Atlanta East

Manage and grow **Yttrium-90** program throughout Atlanta East territory. Target and close new accounts, expand usage within existing accounts, train staff and physicians, plan and host Med Onc/Rad Onc/I/R referral dinner events. (Call points Med Onc, Rad Onc, I/R, Nuc Med, Hepatology).

- **101% to Plan FY 2016-2017 (Reversed Negative Trend, 1st Year)**

6/2015—6/2016

IMBIO, LLC (AN INVENSURE COMPANY)

Director of Sales, East

Directed, managed and completed all actions necessary to sell, install and implement start-up thoracic CT software to thoracic surgeons, thoracic radiologists and pulmonologists.

- **Closed and Installed First Commercial Customer in October 2015**
- **Closed First Large Academic Medical Center (UF) in April 2016**

6/2013—5/2015

PHOENIX PHYSICIANS, LLC (NOW A DIVISION OF EMCARE/ENVISION)

Vice President, Client Relations

High-level management of hospital relationships (C-suite, dept managers) and HCPs (physicians, mid-levels) to foster success in all metrics in EDs, UCCs & CPCs. Conducted monthly, face-to-face 'Executive Operations' meetings with C-suite hospital leadership to ensure all objectives were being met/exceeded. **Managed approx. ten (10) Emergency Department Medical Directors.**

- **CHI/St. Vincent Health System—Consistent 85%+ patient sat, SVI and SVN**
- **Murphy MC— NC Hospitals-- Touchstone Silver Award**
- **Blue Ridge Regional Hospital—Mission System award for 98% patient sat**
- **Park Ridge Health— Reduction of LWOT from 3%+ to 1% in 10 months**

3/2011—5/2013

NEUWAVE MEDICAL, INC.

Regional Sales Manager—SE, Mid-Atlantic, Mid-South Regions

Managed and completed all actions necessary to sell and implement a new technology (**2.45GHz MW tumor ablation**) into **high-profile** accounts throughout a large (**15-state**) territory. Call points included **I/Rs, liver surgeons, Med Oncs, & administrators (including C-suite)**. Sales included both **capital and disposable** medical devices where conceptual selling and instruction in the **O.R. and I/R departments** was critical. This role included all responsibilities as listed below under HealthTronics with added responsibilities of being part of the corporate management team and **managing client/hospital relationships on all levels.**

- **2012 Sales Excellence Award-- #1 in 2012 Sales Revenues (\$1M to \$2.3M)**
- **2011 Sales Excellence Award-- #1 in 2011 Sales Revenues (\$0 to \$1M in 9 mo)**
- **During tenure, responsible for over 60% of all capital unit sales within company**
- **Trained entire sales force in both I/R and O.R. selling, technology implementation and clinical adoption**
- **Trained, mentored and managed Territory Managers (5) and Clinical Support Representatives (4)**

6/2006—2/2011

HEALTHTRONICS, INC. & ENDOCARE, INC.**PERCRYO DIVISION****Regional Sales Manager & Senior Territory Manager—SE, Mid-Atlantic, Mid-South**

Managed and completed all objectives necessary to implement a new technology (**percutaneous cryoablation**) into high-profile accounts throughout a large (**11-state**) territory. Call points included **I/Rs, Med Oncs & hospital administrators (including C-suite)**. Managed TMs and field techs on a daily basis.

- **Trained and managed approx. 8-12 Clinical Support Representatives**
- **Promoted to Senior Territory Manager in 2009**
- **President's Club 2009 (105% to plan, grew from approx \$1M to \$1.35M)**
- **President's Club 2008 (111% to plan, grew from approx \$725K to \$1M)**
- **President's Club 2007 (118% to plan, grew from approx \$500K to \$725K)**
- **1st place, PerCryo Division (2007)**
- **Outstanding Sales Achievement Award 2007 (over 100% in Q2, Q3 & Q4)**
- **Successfully implemented technology into several academic sites and cancer centers, including JHU, UNC, UM, Tampa General, Moffitt CC, Emory, UAB, MUSC, Shands Jax, Mayo Clinic Jax, GWU, Georgetown, Carolinas MC, Duke, UF**

3/2005—6/2006

U.S. SURGICAL CORPORATION / TYCO HEALTHCARE**AUTOSUTURE DIVISION****Certified Surgical Specialist-- South Florida**

Managed and grew all aspects of **\$4.3 million territory**. Call points included **general, OB-Gyn and cardio/thoracic surgeons**.

- **Promoted to South Florida Field Product Manager in 2006**
- **105% to plan FY 2005**

9/1999—2/2005

DEPUY, A JOHNSON & JOHNSON COMPANY**DEPUY/J&J ORTHOPAEDICS, INC. & JOINT VENTURE, INC.**

1/2003—2/2005

Regional Manager (South Florida)

Relocated to S. Florida for the opportunity to build and manage a sales team (4 reps).

- **2004 Johnson & Johnson "Ring Club" Award (Presented at NSM in Las Vegas)**
- **2004 Territory of the Year—State of Florida (1st out of 13)**
- **2004 Fastest Growing Territory in Florida, All Products (1st out of 13)**
- **"Never Say Never" Award August 2004**

9/1999—1/2003

Territory Manager (Atlanta, GA)

Sold the full line of orthopaedic products (all joints, trauma, orthobiologics).

- **35% growth over previous year in 2002**
- **Rookie of the Year Award, Depuy Georgia (February 2001)**
- **Highest Class Performance Award, Trauma Sales Training, Warsaw, IN (8/2000)**
- **Top 5 of 22 sales associates, Comprehensive Sales Training, Warsaw, IN (5/2000)**

1/1994-6/1999

JOHN WIELAND HOMES -- Project Engineer (Atlanta, GA)**MOCK, ROOS AND ASSOC. (WPB, FL) -- Project Engineer (West Palm Beach, FL)****CENTEX ROONEY CONSTRUCTION CO. -- Project Engineer (Miami, FL)****EDUCATION****POST BACCALAUREATE CERTIFICATION AND COLLEGE DEGREE**

- **Professional Engineer Certification, State of Florida (July 1999)**
- **Bachelor of Science in Civil Engineering, University of Florida, Gainesville, FL (December 1993)**

ACTIVITIES

- *Volunteer, Meals on Wheels/North Fulton Senior Services*
- *Volunteer, 7 Men's Group & Radical Mentoring- Northpoint Community Church*
- *Volunteer, Leadership Development Group- Northpoint Community Church*
- *Coach—New Found Life Football/Milton Steelers, Georgia Bombers Baseball*

REMARKS

- *Prior Education: 1988 Graduate, Palm Beach Gardens High School, Florida; Member: Football, Baseball, Tennis and Swimming teams*
- *Interests: Sports/Coaching, Music/Guitar, Fishing, Home Improvement/Carpentry*
- *References: Available upon Request*

Stacy Devenney

EDUCATION

Illinois State University

Normal, IL

Bachelor of Science – Finance (3.4 GPA)

GOALS AND QUALIFICATIONS

- ❖ Obtain an analytical role to further strengthen and grow my skills, while contributing to the ongoing success of the company
- ❖ Strong written and verbal communication skills
- ❖ Excellent analytical and problem-solving abilities

RELEVANT PROFESSIONAL EXPERIENCE

November 2009 – Present

Infor Global Solutions

Alpharetta, GA

Senior Treasury Analyst (July 2012-Present)

- ❖ Prepare and monitor short-term forecast and cash position to ensure sufficient funding for AP, Payroll, and Taxes for operational purposes. Work with local staff on funding needs and requirements to remit funds in and out of country
- ❖ Work with other Treasury staff in APAC, LATAM and NORAM regions to discuss monthly funding needs
- ❖ Maintain banking database using BAWeb to document signatories, online authorities and other pertinent banking information
- ❖ Update quarterly Treasury deck presentation to be used by SVP of Treasury and present to Board of Directors
- ❖ Work with domestic and overseas banking partners to open and close bank accounts and maintain banking relationships to resolve issues
- ❖ Currently working as Project Manager on new Kyriba implementation (Treasury database)
- ❖ Maintain bank account and entity information in Reval (Treasury database)
- ❖ Issue travel insurance certificates to employees traveling abroad
- ❖ Work with insurance broker in reviewing contract language for new deals/facility management
- ❖ Buy and sell currencies via FX trading platforms with Wells Fargo, HSBC and JP Morgan
- ❖ Create daily and monthly reports to review bank balances and FX exposure

Senior Accountant (November 2009-July 2012)

- ❖ Complete Intercompany balance sheet reconciliations for over 6,000 accounts and research reconciling items
- ❖ Calculate and record Foreign Exchange and Currency Translation Adjustments
- ❖ Complete journal entries for Intercompany cash transactions, which includes working closely with Treasury on cash movements
- ❖ Maintain Intercompany loans through Loan Register and via amortization schedules for 270+ loans
- ❖ Work closely with Treasury each month to verify new loans are accurately uploaded into Loan Register
- ❖ Reconcile on bi-weekly basis the GL to AP/AR Subledger

September 2007 – November 2009

DirecPath, LLC

Atlanta, GA

Senior Accountant

- ❖ Review and enter monthly revenue into Great Plains from outside reporting source
- ❖ Coordinate month end closing ensuring all entries are posted to general ledger
- ❖ Review P&L for accuracy and make any reclasses as necessary
- ❖ Calculate revenue share on a monthly basis
- ❖ Review new and existing contracts for any changes and update revenue share calculation to reflect such change
- ❖ Calculate commissions for sales staff
- ❖ Reconcile all bank accounts on a monthly basis
- ❖ Create and generate financial statements in FRx
- ❖ Record monthly bad debt reserve and other journal entries for month end close

November 2006 – June 2007

Kaplan Higher Education

Alpharetta, GA

Corporate Staff Accountant

- ❖ Reconciled various balance sheet accounts including: AR, Short Term/Long Term Debt, Accrued Losses, Long Term Liabilities, Deferred Rent
- ❖ Reviewed IT invoices and expenses to properly allocate monthly charges and control budget variances
- ❖ Processed debt payments as needed per the debt schedule
- ❖ Processed monthly/quarterly/yearly sales and use tax returns

September 2002 – December 2005

LeasePlan U.S.A.

Alpharetta, GA

Asset Management Supervisor

- ❖ Managed 3 Staff Accountants within the Corporate Fleet Operations Division
- ❖ Monitored Corporate Fleet Clearing account reconciliation of over 16,000 assets
- ❖ Ensured that Staff Accountants maintained their aged percentages and guided them in resolving old issues
- ❖ Maintained complex reconciliations including monitoring book values and depreciation on assets
- ❖ Provided explanations to clients regarding items on monthly lease invoices
- ❖ Utilized queries to obtain and manage data from AS400

Staff Accountant

- ❖ Accurately processed dealer statements for Manufacturers Receivable Account
- ❖ Maintained the reconciliation for Manufacturers Receivable Account
- ❖ Completed monthly journal entries using JD Edwards
- ❖ Worked on special projects as assigned by upper management

October 2001 – September 2002

Siemens Energy & Automation

Alpharetta, GA

Staff Accountant (Contract)

- ❖ Processed transactions from loan account activity – A/P and A/R
- ❖ Prepared and entered journal entries
- ❖ Assisted with month end close
- ❖ Reconciled over 10 G/L accounts in MS Excel and other proprietary software
- ❖ Resolved billing disputes via Clarification Server and worked with other Siemens Companies
- ❖ Researched and corrected suspense account items; reduced from \$1M to \$74,000

November 1999 – September 2001

Net-HOPPER Systems, Inc.

Norcross, GA

Production Coordinator

- ❖ Followed QA test procedures to verify equipment was operating properly
- ❖ Shipped and received all incoming and outgoing items
- ❖ Controlled and maintained all inventory items relating to Net-HOPPER products
- ❖ Produced hardware and software manuals to CDs

Assistant Office Manager

- ❖ Handled front office duties such as, answer phones and purchase office supplies
- ❖ Handled vacation and sick time for all employees
- ❖ Assisted Accounting Manager with expense reports, payables, filing and preparing spreadsheets as needed

January 1997- April 1999

Clarus Corporation

Suwanee, GA

Support Analyst

- ❖ Specialist in Accounts Payable, Business Controls, General Ledger, and E-Procurement
- ❖ Provided application and technical phone/electronic support to customer base ensuring customer satisfaction
- ❖ Worked with Quality Assurance Engineers and Software Engineers to document and resolve issues
- ❖ Worked with end users, such as Controller, DBA, Systems Analyst, and Accounting Staff
- ❖ Participated in escalations of client issues for Financial products
- ❖ Supported clients on a 95/NT platform using SQL Server, Oracle, and Sybase

Accounting Assistant

- ❖ Processed all accounts payable invoices
- ❖ Processed employees time and expense reports
- ❖ Reconciled bank accounts, intercompany account, submitted sales tax returns

Virginia G. Pierce-Kelly



United States of America Senator: Georgia

Experienced leader with expertise in all facets of administrative support, marketing, team management, and community outreach. Skilled in collaborating with all members of the organization to promote education and overall wellness to the general public. Instrumental in launching several human services programs and events while utilizing office administrative skills to improve productivity and efficiency within teams. Technical proficiency in computers and Internet interfaces.

- Interpersonal Communication
- Administrative Support
- Marketing
- Community Outreach
- Project Management
- Research
- Customer Service
- Client Retention
- Team Leadership
- Document Control
- Training/Development
- Staff Supervision

EXPERIENCE

Butterfly Journey Human Services, LLC, Stonecrest, GA 2018 – Present

- Promoting Telehealth and Telehealth for affordable and quality healthcare
- Social Media Ministry from a Biblical consulting perspective to encourage human wellness
- Focusing on serving and assisting humans who are widows, homeless, orphans, single parents and elderly
- Researching human services topics of marriage, family, and community interests
- Encourage creative ways of living a healthy lifestyle through safe fitness and good nutrition
- Conduct guest interviews, video production, and director of The Tongue Life Show

Butterfly Journey Ministries, Gainesville, GA; New York; Orange Park, FL 1998 – 2018

Director of Operations

- Launching highly successful youth reading enrichment programs for ages 8-15 years
- Created lesson plans and provided basic computer training for adults and seniors to promote employment
- Formulating original newsletter and coordinating book signing events for bookstores
- Leading teams for special programs at The Boys and Girls Club
- Successfully marketing programs and events by designing fliers and invitations, promoting community seminars, and developing company website on Tripod

Department of Labor, Norcross, GA 2008

DOL Services Assistant

- Led team by organizing staff training, meetings, and schedules
- Maximizing profitability by preparing bi-weekly claimants handbooks inventory and reports for management
- Increased efficiency by educating customers on basic computer tools for filing unemployment claims

Georgia Campaign for Adolescent Pregnancy Prevention, Gainesville, GA 2004
Community Organizer

- Supported Director with program document creation and collaboration for new community programs
- Educated young adults with knowledge attained from American Red Cross HIV/AIDS prevention training
- Promoted humans service outreach by supervising various reading programs
- Led teams for College & Career Day events and promoted non-profit, community, and college participation
- Successfully marketed events and programs with desktop publishing, document creation, and event planning skills

Georgia Library Systems, Dawsonville and Gainesville, GA 2003
Circulation Specialist and Library Assistant

- Optimized efficiency by managing documentation and quality of damaged and missing items and assisting Branch Manager with agenda creation, meeting organization, staff training, applicant screening, and interviewing
- Led team by participating in new manual creation for employee training
- Encouraged workplace knowledge by educating patrons on computer usage and electronic card catalog applications

EDUCATION

Master of Arts, Human Services Counseling: Health and Wellness, Liberty University Online, Lynchburg, VA

Bachelor of Science, Human Resources Management and Business Administration, Brenau University, Gainesville, GA

Associate of Arts, Psychology, University of North Georgia, Gainesville, GA

Associate of Arts, Business Administration, University of North Georgia, Gainesville, GA

AWARDS AND ACKNOWLEDGEMENTS

Author and Writer, Online and Paper Books
Self-published and Xulon Press


Boy Scouts of America, Jacksonville, FL
Volunteer with Cub Scout Recruitment

Consulate Health Care of Orange Park, Orange Park, FL
Friendly Visitor

United Way, Gainesville, GA
Customer Relations and Marketing

Volunteer Services, Gainesville, GA
Administrative Assistant and Customer Relations

William G. Entrekin



Objective: Seeking an appointment by the Governor of Georgia to the vacant seat of the US Senate.

SUMMARY OF QUALIFICATIONS

- Military professional (23+ years) with a Bachelors of Science degree
- Completed 27 credit hours of graduate level courses towards a MS in Security Management
- Supervised up to 140 personnel in many areas of their personal and professional lives
- Responsible for \$500,000 worth of safety and security material and equipment
- Managed operating budgets in excess of \$1,000,000
- Developed, revised and implemented various policies, procedures and programs
- Experienced in delivering training topics using either facilitator or instructor techniques

EXPERIENCE

2012-Present **Director of Operations** The Keenan Law Firm/Keenan's Kids Foundation

- Coordinate, monitor and direct all aspects of operations for a national law practice as well as a multi-million dollar 501c3 non-profit foundation.
- Manage daily interaction with more than 30 referring attorneys on over 40 cases across the country.
- Develop solid working relationships with attorneys and clients in preparation for every aspect of collaboration on a wide variety of case types.
- Responsible for developing course material for ten 2-Day seminars and twenty-one 2-Day workshops providing thousands of attorneys with advanced techniques in many fields of the practice of law.
- Provide logistical support, management, oversight and assistance to coordinate weekly events and seminars for 10-100 attendees to include negotiating hotel contracts, catering and AV support.
- Provide oversight and management for a variety of projects and programs to include logistics and outsourcing to ensure project completion while staying within budget and meeting deadlines.

2012-2012 **Executive Assistant** The Keenan Law Firm

- Plan and book travel for CEO and other attorneys
- Schedule all meetings to include clients, associates and potential partners
- Manage daily operations of the office that included 15 employees
- Track and respond to e-mails, letters and other correspondence on behalf of the CEO
- Manage facility maintenance and upkeep for the office as well as 2 remote vacation homes
- Draft memos from dictation and send via mail and/or e-mail

2007-2011 **Security Officer** U.S. Navy

- Counseled more than 90 personnel, verbally and in written evaluations during formal and informal sessions in all aspects of their careers developing a more professional work force, directly influencing the increased number of promotions.
- Served as the subject matter expert to the commanding officer on all matters dealing with the physical security of billions of dollars of military assets.
- Developed operational plans and policies for protection of assets and responses to incidents from civil unrest to national and international emergencies.
- Mentored, coached and developed subordinates through daily interaction, training and guidance. Developed junior officers, teaching leadership and personnel development creating a more successful officer corps.
- Organized, trained and equipped several specialized teams ensuring their capability of independent operation securing assets while at remote locations allowing for increased mission readiness and meeting goals of the command.

2004-2007 Antiterrorism Supervisor U.S. Navy

- Developed strong interpersonal skills by investigating all manner of crimes under military jurisdiction to include documenting verbal and written statements, interviewing witnesses, and questioning suspects ensuring the safety and security of all personnel.
- Researched, developed and implemented antiterrorism plans detailing extensive security measures then trained more than 200 personnel to enforce those measures.
- Trained and led two specialized, 12 person teams conducting operations that required daily interaction with foreign nationals aboard local shipping traffic within the Arabian Gulf and Indian Ocean in support of counter-piracy missions.

2001-2004 Security Operations Manager U.S. Navy

- Managed and led every aspect of physical security and law enforcement operations for a 140 person department providing all aspects of security for thousands of military personnel and their families.
- Developed a robust training curriculum for a major course of instruction, supervised its delivery and evaluated both instructors and students for training effectiveness.
- Experienced in customer service through daily management of written and verbal complaints, requests for information and interaction with labor unions and local government officials.
- During all incidents, assisted to coordinate resources from local (police, fire, EMS, public utilities, etc.), state (police, state emergency management) and federal agencies (FBI, FEMA, Homeland Security) in order to provide a secure presence for military assets as well as the local community.

EDUCATION

Bachelor of Science, Criminal Justice Administration, Bellevue University, Bellevue, Nebraska
 Associate of Science, General Education, Troy State University, Troy, Alabama
 High School Diploma, Johnson High School, Oakwood, Georgia