

Qualifications and Specialized Experience

*Manager, Supervisor, Computer Specialist, Systems Analyst, Quality Improvement Consultant, Independent Contractor, Website Design and Content Manager, Community Programs Specialist and Recreation Supervisor

*Experienced in organizational management; long-term and short-term planning; budget formulation and review; project management; scheduling; and, activities and special events planning, coordination, and oversight

*Proficient in Microsoft Windows, Microsoft Office (Microsoft Word, Excel, PowerPoint and Publisher), the Internet, email (MS Office Outlook / Outlook Express) and other personal computer applications

*Programming experience includes COBOL, FORTRAN, and ASSEMBLER languages

*Mainframe experience includes IBM, DEC, Burroughs, UNIVAC, Data General, Perkin-Elmer, and associated peripherals

*High-level National Security Clearance

*Federal Communications Commission General Radiotelephone License

*Extensive community activities involvement includes Yorktown 4th of July Celebration Committee, York County Historical Museum, Historical Committee, Historical Society, York County Civil War Sesquicentennial Committee and numerous other historically related organizations.

Education

*Bachelor of Science, Business Administration (Information Systems), University of Colorado (1982)

*Institute of Broadcast Arts, Phoenix, Arizona (1972)

Work History

2015 to Present Retired / Community Activities Volunteer

2004 to 2015 Community Programs Specialist / Recreation Supervisor

Parks, Recreation and Tourism, Community Services, York County, Virginia

*Planned, organized, and supervised County-wide recreational programs and special events, and/or manages parks or other types of recreational facilities.

*Managed seasonal personnel, coordinated use of facilities; marketed and advertised programs and events; prepared and maintained budget for area of responsibility; and, evaluated the success/quality of the program/facility.

*Designed and maintained content of four different County websites.

*Represented the County on a variety of boards, commissions or committees, both locally and regionally.

2002 to 2004 Assistant General Registrar / Voting Machine Technician, Office of the Registrar, York County, Virginia

*Registered Voters.

*Reviewed, maintained and updated voter registration records.

*Verified accuracy of computer reports from State Board of Elections.

*Maintained, tested and prepared voting machines as needed.

*Coordinated and supervised technical activities of office.

*Prepared ballot sets. Accepted, reviewed and processed absentee ballot applications.

*Gathered data and prepared statistics for and responded to inquiries from the public, government officials, elected officials, news media, candidates, political party representatives, and others.

*Answered phones and greeted visitors.

*Composed and typed correspondence.

1996 to 2002 Independent Consultant / Community Activities Volunteer

*Provided business, information and computer systems consulting, graphics and word processing services, sales and marketing services, and technical and training support.

1992 to 1996 Quality Improvement Consultant (Computer Specialist), Air Combat Command Computer Systems Squadron, Langley Air Force Base, Virginia

*Managed the Total Quality Management activities of the organization

*Developed, published and directed the implementation of procedures, policies and standards

- *Performed specialized studies involving organizational structure, human resources, equipment and supplies, and facilities
- *Defined and evaluated processes identifying potential improvements which would enhance service to customers
- *Prepared decision papers, reports, documentation, and formal recommendations
- *Facilitated Quality Improvement Council and Teams, providing training, guidance and technical expertise
- *Insured compliance with current methodology, requirements and standards, and implementation procedures
- *Administered, compiled, and analyzed the Air Force Quality Culture and Leadership Survey
- *Led the Unit Self Assessment Team and directed the organizational assessment
- *Represented the organization on external working groups, committees, councils and teams
- *Conducted briefings, organized and facilitated meetings, and prepared summary reports
- *Exercised early retirement option August 31, 1996. Twenty-seven plus years of service.

1987 to 1992 Chief, Information Management Office (Computer Specialist), United States Army Field Station, Berlin, Germany

- *Served as Head of Division which provided computer hardware and software, audio/visual, and administrative support
- *Directed the work activities of fifty-two military, civilian, and defense contract personnel
- *Wrote job descriptions and job performance standards and performed employee evaluations
- *Managed large property account consisting of office equipment, mainframe and personal computers, audio/visual equipment and supplies
- *Advised the Unit Commander and Senior Staff on all matters relating to automated data processing support
- *Served as Senior Civilian Advisor to the Unit Commander and Headquarters Human Resources Division on Civilian Personnel/Human Resources issues

*Previous positions held during this time period at this location include Deputy Chief, Information Management Office, and Chief, Programming and Analysis Section

1969 to 1987 Military and Civilian Service, United States Department of Defense

*May 85 to Jun 87 Computer Programmer Analyst, RAF, Croughton, England

*Mar 84 to May 85 Computer Systems Programmer, Langley Air Force Base, Virginia

*Mar 81 to Mar 84 Computer Programmer Analyst, United States Air Force Academy, Colorado

*Apr 79 to Mar 81 Computer Assistant, United States Air Force Academy, Colorado

*Jul 73 to Apr 79 Medical Records Clerk, Scheduling Technician, Data Systems Monitor, Medical Evaluations Clerk, United States Air Force Academy, Colorado

*Feb 73 to Jul 73 Break in Service

*May 69 to Feb 73 Military Service, United States Air Force

References

*Available upon request

Salary History

*Available upon request