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## **Professional Summary:**

With thirty-four (34) years of military service and extensive experience obtained through the numerous positions that I've held, I am fully qualified to work effectively and professionally at the most senior level management positions in any organization. In addition, my five (5) years' experience as a National Guard Bureau (NGB) contractor has taught me to work and coordinate sensitive issues with senior level civilians, local and national government employees.

## **Professional Experience:**

### Self-Employed, September 2017 – Present

I have reactivated my construction contractor's license and have been self-employed as a sole proprietor. I currently assist as a volunteer Building Committee Chair for the Seventh Day Adventist Central Church and St. Croix SDA School, and spearhead their Construction and Maintenance Programs. I am also the Vice President of the Virgin Island National Guard Association.

### **VIRGIN ISLANDS NATIONAL GUARD, St Croix, VI**

#### Joint Operations Center Desk Manager, September 2012 - September 2017

I served as the Joint Operations Center Desk Manager for numerous National Guard Bureau (NGB) contractors in support of the Joint Forces Headquarters, Virgin Islands National Guard. My duties and responsibilities included monitoring the news nationally & locally and preparing the Daily Update Brief to keep the command and leadership chain informed of any incident that affected the day-to-day operations of the National Guard. I compiled weekly and monthly reports for the Joint Forces Headquarter Operations Officer as well as for my supervisor with the national contractor for whom I worked. My job entailed evaluating information and responding timely up, down and across the command chain to inform and retrieve information as necessary.

### **VIRGIN ISLANDS NATIONAL GUARD, St Croix, VI**

#### Chief of the Joint Staff (COJS), February 2011 - September 2012

I served as the Chief of the Joint Staff (COJS) and senior federal employee in the organization. I was responsible for the full-time operation of approximately 300 employees and soldiers in the Virgin Island National Guard (VING). My primary duties were to manage and direct the administration, coordination, planning, development, execution, and supervision of all Joint Staff programs that prepared our organization for contingency operations in either a federal or territorial emergency. While assigned as the COJS, it was my goal and objective to develop the General (G) and Joint (J) Staff as well as key members throughout the organization in strategic planning and management. I did so by continuing to oversee and spearhead the Army Community Excellence and Continuous Process Improvement Programs, and by ensuring that our strategic plans were developed, shared, and implemented, as well as reflected in our State of the Territory Address to the Director of the Army National Guard at National Guard Bureau (NGB). I served as the PEBAC Chairman and provided oversight on the spending of over 50 million dollars in Federal funds allocated to the VING. I developed action committees to address shortfalls in personnel, medical, and equipment readiness which resulted in our status rating improving from Red to Amber or Green in all areas. I participated in the Chief of Staff Advisory Council ensuring that the needs and concerns of the VING was

heard and address at the national level. I volunteered to be a member of the Installation Status Report Tiger Team to ensure that the unique National Guard Cost and Services were properly captured and annotated in a database primarily designed to capture regular Army expenses. I coordinated with the NGB staff for additional funds to address VING unfinanced requirements and decrement list, and to fill our force structure shortfalls. I counseled subordinates and completed all federal technician and military ratings on time for a staff of approximately 12 employees and soldiers.

**VIRGIN ISLANDS NATIONAL GUARD, St Croix, VI**

*Vice Chief of the Joint Staff, October 2007 - February 2011*

I served as the Vice Chief of the Joint Staff and was responsible for providing direct support to the Chief of the Joint Staff in the execution and supervision of all Joint Staff programs that prepared our organization for contingency operations in either a federal or territorial emergency. I spearheaded special projects for the COJS and The Adjutant General (TAG) to ensure that these projects were accomplished in a timely manner. I was assigned to the Chief of Staff Advisory Council and learned to express the needs and concerns of the VING so they could be addressed at the National level. I learned how to network with the National Guard Bureau staff by conducting site visits to the Washington, DC area and by doing so was able to get additional funds for the VING. I learned the importance of conducting a State of the Territory Address to the senior leaders at the NGB. I learned and began implementing the Army Community of Excellence (ACOE) and Continuous Process Improvement (CPI) Programs in the VING. With additional funds obtained from NGB, I educated the senior leaders of the VING on the ACOE and CPI programs and began to train leaders at all levels on strategic planning and process improvement. I counseled subordinates and completed all federal technician and military ratings on time for a staff of approximately 10 employees and soldiers.

**VIRGIN ISLANDS NATIONAL GUARD, St Croix, VI**

*Director of Operations, June 2007 - October 2007*

I served as the Director of Operations responsible for the full-time operation of the G/J2-3 Directorate. I was the primary advisor to the Adjutant General and the Chief of the Joint Staff for plans & policies, also for the programming and budgeting data pertaining to current and future operations within the VING. I developed goals and objectives for the division that integrates organizational and operational planning objectives into short- and long-term plans. I managed an annual budget of over 8 million federal dollars. While serving as the Director of Operation, I also maintained oversight of the Construction and Facility Management Office (CFMO) since no division head was available for the appointment at the time. In my oversight capacity of the CFMO, I ensured that all major and minor military construction projects remained on schedule. I ensured that federal funds for both the G/J2-3 and CFMO divisions were properly and timely obligated and expended. I counseled subordinates and completed all federal technician and military ratings on time for a staff of approximately 30 employees and soldiers.

**VIRGIN ISLANDS NATIONAL GUARD, St Croix, VI**

*Construction & Facilities Manager, February 1997 - June 2007*

I served as the Construction & Facilities Manager responsible for the entire Construction and Facility Management Program which also includes Environmental Protection. I managed an annual federal budget of over 2 million dollars. I spearheaded and developed long range development and master plans for the VING. I coordinated with the Installation Division to secure funds to design future-year projects as well as to adequately maintain existing facilities. I coordinated with the Department of the Navy, NGB, the Army Corp of Engineers to secure and transfer two existing installations on St. Croix – the Sprat Hall and Hams Bluff

Installations – from the Department of the Navy to the VING after the closing of the Roosevelt Roads Installation and removal of the Navy from Puerto Rico. I coordinated with NGB to fund support teams from the DC area and other states to assist the VING in developing our Facilities and Environmental programs.

### **VIRGIN ISLANDS NATIONAL GUARD, St Croix, VI**

*Environment Specialist, May 1993 - February 1997*

I served as the Environment Specialist within the Construction and Facility Management Office. I worked primarily for the Construction & Facility Manager and supervised one other employee. I was responsible for developing, implementing, and evaluating the entire Environmental Protection Program for the VING. I was the sub-program manager for all environmental funds coming into the organization which had an annual budget of approximately 400K. I coordinated with key leaders within the VING to understand and identify their environmental shortfalls, and then coordinated with the Environmental Directorate at NGB to secure funds to address these shortfalls. I developed or coordinated the development of policies and Standard Operating Procedures (SOP) for the management of the environmental program within the VING.

### **Civilian Education:**

University of the State of New York, NY, Bachelor of Science in Liberal Arts, 15 September 1995

Vincennes University, Vincennes IN, Associate in Applied Science, 18 December 1993

### **Defense/ Government Sponsored Training:**

NGPEC Little Rock AR, Army Community of Excellence Examiners Course, Graduate November 2009

NGPEC Little Rock AR, Strategic Planning and Management Course Graduate November 2008

USNORTHCOM, Colorado Springs, CO; Joint Staff Force Commander's Training Course, Graduate February 2008

National Defense University, Washington DC; Reserve Components National Security Course, Graduate July 2007

US Army War College, Carlisle Barracks PA; Reserve Component National Security Issues Seminar, Graduate May 2007

USA Logistics Management College VA, Combat Service Support Pre-Command Course (2G-F46) Graduate March 2007

USARTC, Puerto Nuevo, PR; Command and General Staff Officer Course, Graduate August 2004

Ft Leavenworth KS, Combined Arms and Service Staff School, Graduate May 1994

DEOMI, Patrick AFB FL; Equal Opportunity Management Course 93B, Graduate March 1993

Ft. Belvoir, VA, Engineer Advance Course, Graduate September 1989

Ft. Belvoir, VA, Engineer Basic Course, Graduate July 1984

### **Skills/Accomplishments:**

Computer literate and proficient in Microsoft Office 2016 Suite & Adobe Acrobat

Qualified as and have held a Business License for Drafting, Farming and Fishing.

Currently have a Business License as a Construction Contractor.

I held a NAC Secret Clearance from 1984 until my retirement in September 2017.

## **Activities and Honors:**

I've been awarded numerous accommodations and certificates ranging from the Army Commendation & Achievement Medal, the Army Reserve Component Achievement Medal up to the Army Meritorious Service Medal.

I'm a member of the following organizations:

Puerto Rico Officer Candidate School Hall of Fame

The American Legion Post 85

Army and Air Force Mutual Aid Association

United Services Automobile Association

National Guard Association of the United States

Virgin Islands National Guard Association

Enlisted National Guard Association of the United States

Military Officer Association of America

Member of St. Croix Farmer in Action

Appointed to the Virgin Islands Military Museum and Veterans Memorial Complex Board of Directors