

Vincent L. Roberts

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CAREER SUMMARY

Experienced and results-driven professional with extensive knowledge of organization operations, community relationships, and project management skills. Proven track record of managing sports programs, large-scale projects, and budgets while fostering relationships with stakeholders, to include internal and external government agencies.

SIGNIFICANT QUALIFICATIONS

Industry Expertise

- Highly effective leader with project management experience directing large capital improvement projects.
- Possess 17+ years of experience in the Department of Sports, Parks and Recreation in numerous managerial roles.
- Demonstrated success in all aspects of management and administration including documentation, reporting, personnel management, and interfacing with government agencies.
- Extensive experience in planning, budget management, and daily operations

Management Profile

- Skilled in all phases of project management with in-depth knowledge of scheduling and cost management.
 - Adept at coordinating and integrating efforts of diverse teams to support overall project objectives within fast-paced environments and successfully delivering within strict time and budget constraints.
 - Proven community relationship strengths critical to maintaining long-term relationships.
 - Excellent written and verbal communication skills and executive-level presentation abilities.
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Experience

DEPARTMENT OF SPORTS, PARKS, AND RECREATION - USVI

Assistant Commissioner STT/STJ District

(2019 – Present)

Managed day-to-day operations of the department, including overseeing sports and recreation, grounds and maintenance divisions, and community outreach. Led a team of department staff to oversee daily operations on a wide range of sports, recreational, and upkeep programs, ensuring alignment with departmental goals and community needs. Successfully manage operational budgets, ensuring financial responsibility and strategic allocation of resources for the department's projects. Facilitate interdepartmental and cross-government collaboration with local, state, and federal agencies to promote integrated recreational and sports development initiatives. Coordinate the execution of major capital projects, including park renovations, sports facility upgrades, and community center developments. Contribute to long-term strategic planning and policy-making that shapes the department's future initiatives, programs, and partnerships.

Assistant Director of Sports and Recreation

(2010 – 2019)

Oversee the development and implementation of successful youth and adult programs, growing participation and engagement within the community. Coordinated facility management, scheduling, and maintenance of sports fields and recreation areas. Built strong collaborative relationships with local schools, organizations, and government partners to enhance program offerings. Led the creation of targeted programs to increase community involvement in recreational activities, emphasizing accessibility and inclusion. Oversaw preparation and implementation of program budgets and maintain expenditures within approved budgetary constraints

Sports Coordinator**(2007 – 1/2010)**

Developed, planned, procured, and managed a variety of sports events and recreational programs for community participants of all ages. Handled program scheduling, staff assignments, promotion, and coordination of community events to ensure successful execution. Coordinated community feedback initiatives to increase program participation and visibility.

PREMIER CONSTRUCTION CO., INC. - USVI**Vice President****(1994 – 2007)**

General Construction firm. Oversaw the business office, overseeing finance, budgeting, accounting, and administration of all projects. Managed the successful execution of multiple high-value construction projects, ensuring timely completion and adherence to budget. Directed strategic planning efforts, including resource allocation, project scheduling, and risk management to optimize project delivery. Cultivated strong relationships with clients, subcontractors, and vendors to ensure quality and cost-effectiveness in project execution. Applied project management skills to ensure smooth operational processes and deliverables across various construction projects.

EDUCATION **MIAMI DADE COMMUNITY COLLEGE 1989****Associate of Science in Business Administration****Key Skills**

- Leadership & Team Management
- Project Management & Scheduling
- Budgeting & Financial Oversight
- Strategic Planning & Policy Development
- Relationship Building & Stakeholder Engagement
- Government & Community Partnerships
- Sports and Recreation Program Development
- Facility Management
- Bid Evaluation & Vendor Relations

Certifications & Professional Development

- USA Baseball Abuse Awareness for Adults Certification
- Little League Diamond Leader Certification
- MLB Coach Development Program Certification
- Respect at work: Sexual Harassment Prevention Training Certification
- Microsoft 365 • QuickBooks Pro • Quicken

Special Recognition

- 2024 West Side Tennis Club Honoree for dedication to the Virgin Islands community through sports.
 - Vice President - USVI NIKE Reviving Baseball in Inner Cities (RBI) Program
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