

Bradley Bartlett

Operations Supervisor

Carson City, NV 89703

bccbartlett@gmail.com

775-220-1210

Accomplished Supervisor / Manager with 7+ years of managerial experience in a production environment. Areas of expertise include customer service, recruiting and people / time management. Lean manufacturing, Kaizen events, 5S initiatives.

Work Experience

Operations Supervisor

The Cable Connection - Carson City, NV

October 2007 to December 2017

Managed 3 separate facilities-covering over 35,000 square feet.

Supervised a team of 4 shift leads and 20+ associates while interacting with other departments such as Q.A., Sales, Engineering , and Purchasing / Planning.

Led corporate initiatives such as Kaizen events, as well as implementation of a 5S program.

Established operational objectives and work plans and delegated assignments to subordinate managers.

Car Detailer

Michael Hohl Motor - Carson City, NV

June 2005 to August 2007

Followed company procedures to maintain work environment in a neat and orderly condition.

Promoted shop safety by working in a safe manner.

Responsible for wide variety of duties including, lot maintenance, vehicle cleanliness, customer transportation, and new vehicle delivery intakes.

Inventory Specialist

Best Buy - Carson City, NV

September 2004 to June 2005

Stocked and replenished merchandise according to store merchandising layouts.

Cleaned and organized the store, including the checkout desk and displays.

Identified potential shoplifters and alerted management.

Welcomed customers into the store and helped them locate items.

Education

Associate in Business Management

WNC - Carson City, NV

September 2007 to September 2009

High School Diploma

Carson High School - Carson City, NV
2002 to 2006

Skills

SALES (10+ years), EMPLOYEE RELATIONS (10+ years), PROBLEM SOLVER (10+ years), SALES GOALS (10+ years), STOCKING (10+ years), Microsoft Office, Outlook, MRP / ERP systems (10+ years)

Certifications/Licenses

First Aid CPR AED

March 2017 to March 2019

Certified through The American Red Cross.

Additional Information

SKILLS

Customer-oriented Stocking

Active listening skills Skilled problem solver

Consistently meets sales goals Shipment processing

Computer literate Personable

Upselling techniques Motivated team player

Merchandizing Employee relations

10+ years of forklift experience.

BRADLEY BARTLETT

1835 North Division Street, Carson City, NV 89703 ♦ C: 775-220-1210 ♦ BccBartlett@gmail.com

Dear hiring personell,

Over the course of 10 years, I have built a successful career in manufacturing management. I believe that the knowledge and skills I have developed during that time would serve me well in transitioning to your organization.

.

In the course of my career, I've developed a number of important skills that will help me succeed in

this new role. I am a proven leader with a strong record of exceeding goals and expectations, and have a

special expertise in human relations and continuous improvement. My experience and educational

background have prepared me for this career move and some key proficiencies I can bring to this role

are:

Human Relations

Continuous Improvement

Standard Operating Procedures

My attached resume further highlights the attributes that I would bring to this position. I am confident that I

can make an immediate positive contribution and help achieve organizational goals.

Thank you for your time and consideration. I am looking forward to speaking with you further

Sincerely,

Bradley Bartlett

Bruce F. Brown

2950 Airport Rd. #25
858-735-7796 / bbrown0237@gmail.com

January 15, 2018

Mr. Tackes

Airport Counsel: Carson City Airport Authority

Dear Mr. Tackes:

I am applying for the position of airport manager and look forward to having the opportunity to meet and discuss the position with you and others on the board. I have attached my resume and can provide references as needed. I am familiar with the facility and I see a lot of potential for the growth of the airport which would increase the revenue stream and tax base. Thank you for your consideration.

Sincerely,

Bruce F. Brown

Bruce Brown Resume 5/8/2017

858-735-7796 (cell) 775-350-7311(res.)

bbrown0237@gmail.com

I recently retired from the corporate world and being in good physical and mental health have made the decision to move to Carson City. While in the business world, I had the privilege of working with a team of designers and architects who were involved in the construction and design of some of the most successful theme parks in the World including Disney parks, Universal and Legoland. Secondly, my partners and I have created a concept for a STEM focused school. I believe my experiences can be put to good use to help young entrepreneurs achieve their dream. I have extensive experience in international consulting where I put together proposals for different groups creating design ideas for a 100 billion dollar project in Colombia, a resort in Cartagena, and a plan requested by the President of Colombia to improve the economic status of Colombian coffee. The most recent was the creation of an Innovation Incubator concept in North Fl involving a coalition between business, communities, private investors and Universities. My particular skills include business analysis, market evaluation, developing business plans, pitch decks, funding sources including crowd funding, grant proposals and common sense solutions to problems. I have unique accessibility to senior decision makers in diverse industries especially defense, alternative energy, entertainment and education.

2016-Present

Spent the past year serving as a substitute teacher in the Carson City School District.

2010- 2016

Retired as a principal of Cartagena Entertainment LLC, a firm working with a group of developers to design and develop a Theme park and resort in Cartagena, Colombia. Was a project manager for TRA Architects, a Ponte Vedra firm involved in theme park design. Also served as an independent consultant, advising an international accounting and legal firm, providing expertise in international financing, strategic mergers, and asset acquisitions.

2001-2010

CEO of Waverider Ltd. Company focused on investment opportunities in Latin America.

1998-2000

Opened a retail auto dealership specializing in classic and high end automobiles.

From 1995-1997

Was CEO of Plasma Pinch Technology, a high tech start up company. PPT was in its research and development mode attempting to develop intense UV light generation for the annealing of semiconductors. The technology was sold to a major manufacturer.

1990-1995

Was an independent consultant specializing in sales and marketing. During this time he provided concepts and successful plans for both the acquisition and divestiture of assets for companies. Most notable of which was the recommendation to change market emphasis for the Brown Oil Company in Houston, TX. Due to low oil prices it was no longer cost effective to use the gas from their CO₂ manufacturing facility for tertiary oil recovery. By redirecting the

unused CO² to alternative markets, i.e., beverage and dry ice, the company was able to turn a half million dollar a year deficit into an over 3 million dollar a year profit.

1980-1990

Was involved in the retail auto industry both in sales and management. As a salesman was consistently the top producer being recognized in 1985 as one of the top ten Rolls Royce salesman in the world.

1965-1979

Upon leaving the Navy in 1964 with an Honorable discharge, entered teaching career, pioneering many teaching innovations that are standard today. Selected to represent one of Southern California's larger school districts at the California Teachers Council for three years. Earned his MA degree. Has a life California teaching Credential and Administrative Service Credential. Consulted to a foundation for gifted students.

Non business activities revolve around family, community and most outdoor sports, an enthusiastic auto racer, and sailor.

Education Oriented Accomplishments

- Hold California, Nevada, and Florida Teaching credentials.
- Designed a charter school program that will be a vital component of R&D Innovation incubator in Fl involving the integration of Academic institutions from k-University cooperating with corporations.
- Directed Wildwood Foundation dedicated to the improvement of programs for gifted students.
- Sabbatical year spent working with special ed. classes, experiencing the range of programs for a wide range of special needs for students
- Consulted for a group running a residential school for court referred students in Southern Ca.
- Worked on a program with the President of Colombia to design and develop an IT system for rural schools throughout country.
- Volunteer work with school for special needs children in Armenia, Colombia
- Established an alternative school in Del Mar Ca for jr. high school students who were having problems in the regular school environment.
- Pioneered team teaching in Del Mar school Dist., efficient use of paraprofessional, and multi-grading.
- Served as team leader for programs responsible for design, implementation and evaluation of staff and curriculum in school district.
- Represented district teachers as President of Teachers association and as State representative for 5 districts.

Achievements:

Awarded membership in Rolls Royce Round Table Club for being one of the top 5 Rolls Royce Salesmen in the World

Top producing salesman: Performance Jaguar

Top Producing Salesman: San Diego Limited

Top producing salesman: Team Nissan

Area Representative of California Teacher's Association – State Council

President of Del Mar Teacher's Association

President Sail Bay Association

US Navy Honorable Discharge

Presidential Appointment US Naval Academy

DAR Citizen Award

Student Body President

Education:

United States International University

California Western University

US Naval Academy

Duncan Fletcher High School

Master of Arts

Bachelor of Arts

Engineering

High School Diploma

Mark Coleman

1521 Pinto Ct., Carson City, NV 89701 (775) 600-9003

E-Mail: sandyandmark@sbcglobal.net

Qualities: I am driven to get results. I enjoy thinking outside the box and not settling for the status quo. I have extensive management experience with skills centered on seeking above average efficiency levels. Budgeting and forecasting is an essential part of any organization, and I am committed to implementing the qualities that I have gained in this area.

Experience: 1/1980 – 10/1998. 19 years with First Interstate Bank of NV / Wells Fargo Bank having obtained the corporate title of Vice President. My experience included positions of Branch Manager, Business Sales Manager, Branch Sales Manager, Commercial Loan Officer, and Operations Officer. We were ranked in the top 5% for the state of Nevada branches consistently over a 10 year period with regard to audit control, account maintenance, and sales. I have excellent customer service skills in addition to employee supervision. I was responsible for overseeing 3 Carson City branches and supervising 10 officers and nearly 80 employees.

I also have experience in the creation of Nevada corporations through Corporate Resolve, Inc. where I established and maintained the affairs of corporate clientele. This experience allowed me to learn the QuickBooks accounting program as well as becoming proficient with Microsoft Excel.

I was employed by VCM Collision Center from 7/2006 to 7/2015 where I assisted with the overall management of the organization. I held positions of Manager, Asst. Manager, and Parts Manager. My responsibilities included performing estimates on vehicle collisions, interacting with customers and insurance companies, procuring parts for repairs, accounts receivable and payables. I designed a “parts tracking system” that brought great efficiency and organization to the company.

7/2015 – 7/2017 I was most recently employed by the Dolan Auto Group in Reno where I was recruited to be the Parts Manager for the Dolan Collision Center. Responsible for purchasing and receiving all necessary parts for various collision repairs, including OEM (original manufactured parts), Aftermarket parts, and used parts. Processed supplement orders for additional parts needed along with any returns. This position was recently eliminated due to the corporate decision to no longer offer insurance repairs.

Education: B/S Business Management – University of Nevada, Reno 1979

Accomplishments: Selected as First Interstate Bank of Nevada’s 1994 “Employee of the Year” for the work that I conducted in developing one of the country’s first “down-payment assistance programs” for low income home owners. (See attached news article).

Activities / Interests:

Past President – Friends In Service Helping (FISH) 1999 – 2001
Past President – Carson City Area Chamber of Commerce 1997 – 1998
Past President – Carson Host Lions Club 1992 – 1993; 2010-2011

References:

Weldon Lary - First Interstate Bank of Nevada, Vice President, Eastern Region District Manager, retired (775) 671-0372

Lori Haney - Citi National Bank, Sr.Vice President/Group Manager (775)885-1230

Reagan Rivera - Lithia Subaru, General Service Manager (775)690-1098

Al Kramer - Nevada State Assembly, District 40 (775)721-5865

Heather Fisher - Dolan Auto Group, Collision Center Manager (775)525-2642

Eric Basa - VCM Collision Center (Owner), (775)690-3029

Coleman honored

Mark Coleman of Carson City was recently selected First Interstate Bank of Nevada's 1994 Employee of the Year for Northern Nevada.



Mark Coleman

Coleman, a 14-year veteran with First Interstate, was selected for the top employee honors largely because of his commitment to community service, said Larry Tuntland, Northern Nevada president for the bank.

"Mark Coleman has worked tirelessly with local government officials and community groups, particularly in providing more affordable housing in the Carson Valley," Tuntland said.

Coleman was selected for the honors by a judging process that included a review of nominations submitted by managers of the bank's more than 800 Northern Nevada employees.

The judges cited Coleman's work with Friends in Service Helping in developing a counseling program for prospective home buyers. He also played a leadership role in First Interstate's partnership in Carson City's highly successful first-time home-buyers program, the judges said.

Coleman, 38, was a financial services representative at the bank's Carson Main Branch, has worked and lived in Carson City for the last 11 years.

Coleman and his wife, Sandy, have two children Sara 8, and Andy 6.

He is a member of the Hispanic Council and serves on the board of the Carson Host Lions and Carson City Chamber of Commerce. He is also on the Northern Nevada Development Authority's

membership and fundraising committees.

New services offered

Recognizing the need for their service in the growing Nevada real estate market, Heath Financial Services Inc. has opened an office in Carson City at 111 E. Sixth St to provide commercial and residential loan services.

James L. Heath Jr., president and C.E.O. of the rapidly expanding Nevada corporation, has more than 25 years' experience in every phase of the real estate industry from bank operations to ownership and operation of multi-level real estate offices.

Rob Lillie has an extensive business background centered in international business, hospital operation and consultation, sales, sales management and distribution.

Heath's service approach and its people-oriented approach to loans and local processing make it unique in a very tough and competitive industry.

Its commercial capability extends from \$10,000 through unlimited syndication and foreign investment, as well as a full line of residential capability "AA" through "D" paper.

Heath says he feels Heath Financial is perfectly placed to serve the Northern Nevada and California client base.

Residential loan capability extends throughout the western United States, and the commercial division has international dimensions.

While Nevada is the corporate office, Heath Financial Services also maintains offices in Truckee, Calif., to better serve its California operations.

For more information, call 882-4282.

EDENIR COPELAND

1 Mill Station Ranch Rd, Washoe Valley, NV 89704 • C: (775)762-1098 • edecopeland@gmail.com

Summary of Skills and Qualifications

- Highly engaged and energetic management professional in a wide variety of disciplines in the communications, entertainment, and manufacturing industries including operations for residential and business customers, field services, call centers, project management, and IT Services.
- Supervises training and adherence to Safety policies in accordance to EH&S, OSHA, and other internal practices.
- Proven record of 20 years providing excellent technical Customer Service through remote support and direct customer contact, also upselling products and services.
- Strong technical skills in desktops and mobile devices, servers, LAN/WAN networking equipment, and applications. Excellent analytical, organization and prioritization abilities, with background in IT Services, Systems Design, Process & Project Management, and Finances.
- Balances the pressure to meet deadlines while providing supervisory duties; finishing projects on time and under budget. Works well in a team environment as well as independently.
- Proficient in all Microsoft Office Products. Experience with Java, JavaScript, HTML. Knowledge of C++, SQL.
- Proficient in English, Spanish, and Portuguese.

Professional Experience

Manager Network Services

04/2015 to Current

AT&T

Reno, NV

Managed team of 14-17 field technicians trained to install and repair AT&T IPTV, High Speed Internet, VoIP and DIRECTV products. Review performance and provide feedback and coaching to technicians, designed to address performance issues. Conduct field safety and quality inspections to ensure high quality and safe performance, in accordance to OSHA, EH&S and AT&T processes and guidelines. Partner with other departments to ensure that work is effectively assigned and all functions are performed in a timely fashion to meet customer and company specifications. Address and resolve customer complaints or service issues. Partner with HR, Labor Relations and Union representatives to administer discipline to technicians and make recommendations concerning long term suspensions or terminations. Responsible for technician's training, time reporting, payroll, scheduling, and inventory ordering within budget. Manage employee's attendance, filing for FMLA or Disability when necessary. Monitor 100 technicians from Northern Nevada and California Rocklin areas during after-hours Duty to ensure work load is completed within a timely manner. Emergency Site Coordinator, responsible for planning, inspection, evacuation, and adherence to EH&S, OSHA, and company Safety practices.

Manager Technical Customer Service

11/2008 to 04/2015

AT&T

Reno, NV

Managed team of 15 - 18 Customer Assistants in the DSL Tier 1 Technical Support Center. Responsible for managing, coaching, and the development of customer care agents in a fast-paced call center environment. Recipient of multiple performance excellence awards, including Key Contributor Award for 2011, 2012, and 2013; consistently placing at the top 10% DSL Insource managers in the nation.

Monitored incoming phone calls for quality, productivity, training and developmental purposes. Utilized MSOC (Management Systems for Operating Control) and Coaching Tactics models to analyze and maintain high performance, developing Performance Improvement Plans when necessary. Administered disciplinary action related to low performance or misconduct. Participated in the hiring process by interviewing, evaluating, and selecting job candidates.

Also served as Center PC Coordinator, Assets Coordinator, Work Force and Area Managers backfill. Managed lease roll projects and maintained internal inventory of 400 computers & peripherals.

Manager Network Customer Service Centers

03/2007 to 11/2008

AT&T

Reno, NV

Managed a team of 20 - 28 Maintenance Administrators who performed the 611 repair & dispatch functions for the NDC (Nevada Network Dispatch Center) and NCSC (Network Customer Service Centers).

Handled attendance, prepared and monitored 24x7 workforce schedule, handled grievances from union workers, and managed their performance. Responsible for the implementation and training of agents on new processes and systems applications, as well as AT&T products and services.

Responsible for meeting daily force to load requirements (RFA) for 110 technicians to ensure the timely completion of repair tickets, cable maintenance tickets, and service orders.

Maintenance Administrator

03/2000 to 02/2007

AT&T

Reno, NV

Provided customer support and troubleshooting for land line and custom calling features issues. Performed dispatch functions by monitoring the repair and installation dispatch loads.

TSR – Technical Support Representative

1999 - 2000

Intertel/Mitel

Reno, NV

Provided technical support for VOIP products and services, assisting English and Spanish speaking partners and customers with technical issues. Partnered with the NOC (Network Operations Center) and the Engineering department on the resolution of complex issues. Monitored and tested the VOIP network to ensure and maintain Quality of Service (QoS).

IT Manager

1986 - 1998

BASF Group

Sao Paulo, Brazil

Supervised a team composed of Systems Analysts, Computer Programmers, and Contractors. Performed Network Admin and Internet Security functions of TCP/IP based local and wide area networks. Coordinated user access to data and the Internet, as well as to a multitude of desktop and server applications.

Project Manager responsible for the evaluation and testing of hardware and software applications, selection of suppliers, cost and performance analysis, negotiations, and acquisition of equipment. Responsible for the design, development, and written documentation of methods and procedures. Team lead responsible for the design, implementation, and support of Cash Flow financial system, as well as a multitude of other operational and manufacturing applications.

Proficient in Microsoft Excel, Word, PowerPoint, Access, Visual Basic, Corel Draw, Windows NT, Novell Netware, BASIC for PC, dBase for PC. Knowledge of IBM Mainframe systems, VM/CMS Operating System, MVS Op Sys, AS/400 and UNIX platforms, FOCUS database, COBOL.

Education

Fundacao Santo Andre, Sao Paulo, Brazil

Bachelor of Science in Mathematics with Emphasis in Computer Science

Certifications and Training

FCC License

Program/Project Management, **AT&T**

Finance Essentials & Business Case Development, **AT&T University/Harvard University**

MSOC Workshop and Coaching Tactics Workshop series, **AT&T**

U-Verse Premise Technician Training, **AT&T**

DSL Tier 2 Training, **AT&T**

Advanced Java Programming, A+ Hardware and Software, CISCO Networking - **Truckee Meadows Community College**

VOIP, Central Office Wiring, Basic Electricity, Data Communications - **Applied Professionals**

Windows NT, Outlook, MS Office – **Microsoft**

CPR for Healthcare Providers – **American Heart Association**

Daphne O. DeLeon, C.A.
101 Creekside, Dayton, Nevada 89403
775-741-7170, ddeleon02@gmail.com

Professional Experience

September 2016-June 2017

Program Director, Nevada Ready 21: A statewide 1:1 Middle School Program

Nevada Department of Education

755 N. Roop St., Carson City, Nevada 89701

Leadership Responsibilities:

- Provided a unified implementation vision for diverse State Team (Program Manager, Performance Manager, 4 Professional Development Strategists)
- Served as Program spokesperson. Delivered presentations:
 - Nevada Commission on Educational Technology
 - Nevada Broadband Task Force
 - Society of Information Managers, Las Vegas, NV Chapter
 - State Educational Technology Directors Association
- Served as point person in absence of State Educational Technology Director for legislative questions during the 2017 Legislative Session (January - June)

Collaborations/Project and Grant Management:

- Participated/facilitated various regular program meetings with vendor partners, State Team members and school personnel.
- Worked closely with Performance Manager to develop Year 2 Implementation Report (May 2017).
- Instituted an Annual Update Report for participating schools.

July 2007-May 2016

Division Administrator/State Librarian

Nevada State Library, Archives and Public Records (NSLAPR)

100 N. Stewart Street, Carson City, Nevada 89701

Leadership Responsibilities:

- Administered the Nevada State Library and Archives in accordance with State and Federal law, regulation, policy and standard library information science, records management, and archival practices.
- Planned, organized and directed statewide programs, services and activities provided by the State Library and Archives such as the statewide program of development and coordination of library and information services, the U.S. Bureau of the Census, State Data Center programs, the State records management program, the preservation of State public records, and administers State and Federal funding for local libraries, etc.
 - Ex-Officio Secretary of State Council on Libraries and Literacy
 - Ex-Officio Secretary of State Historical Records Advisory Board
 - Ex-Officio Secretary of State Records Committee
- 2010-2015 Served as the Chair of the Nevada Broadband Task Force and Liaison with Connected Nation, the State Designee for the NTIA's State Broadband Initiative.
 - Created coalition to get broadband program funded with state funds beginning July 1, 2015.
- Served as Chair of COSLA Preservation and Access of E-Gov. Information Working Group
- Served as COSLA co-liaison to archival organizations (CoSA, SAA, NAGARA)
- Served as President of the National Association of Government Archives and Records Administrators (NAGARA)
- Served as President of the Academy of Certified Archivists (ACA)

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Collaborations/Project and Grant Management:

- Project Director for \$1,110,585 ARRA Broadband Technology Opportunities Program (BTOP) to enhance public computer centers in public libraries in 15 of Nevada's 17 counties.
- Served on and/or coordinated the activities of numerous boards, committees, councils and associations related to library and archives activities and performs other duties as assigned or required.
- Established and enhanced collaborative relationships with related government agencies and community-based organizations.
- Developed an open data Knight Foundation News Challenge grant application with the California State Library and the State of Washington Office of the Chief Information Officer. Application was funded in January 2016 – *Data Equity for Main Street: Bringing Data Home Through Public Libraries*.

Budget and Fiscal Responsibilities:

- Administered annual agency budget of approximately \$11.0 million (51 FTE).
- Created, presented and testified on behalf of agency budget requests and bill draft requests before the Nevada State Legislature.
 - 2011 Legislature testified in hearing for bill that mandated that NSLAPR work with the Attorney General's Office to develop public record request regulations for state agencies.
 - 2013 Legislature presented bill draft request to update statute for the State Publication Depository Center to include electronic state publications.
 - 2015 Legislature testified at hearings in support of budget request to fund broadband program as part of the Governor's Office of Science, Innovation and Technology.
 - 2015 Legislature testified at hearings for bill that required NSLAPR to develop and conduct required records management training for state employees.

December 2002-June 2007

Archives and Historical Services Division Director

New Mexico State Records Center and Archives
1205 Camino Carlos Rey, Santa Fe, New Mexico 87507

Leadership Responsibilities:

- Managed and directed the Archives and Historical Services Division (New Mexico State Archives), whose mission is to preserve and facilitate access to permanent public records (1521- present).
- Supervised the Archives Bureau Chief, Administrative Secretary, and New Mexico Historical Records Advisory Board (NMHRAB) Grants Administrator.
- Served as Deputy Chair in the absence of the New Mexico Historical Records Advisory Board (NMHRAB) chair.
- Provided staff support to the NMHRAB.
 - Analyzed and created findings for 52 county and tribal government assessments conducted.

Collaborations/Project and Grant Management:

- Provided consultations to other repositories regarding records issues.
- Coordinated annual Archives Week events.
- Participated in electronic records projects (E-mail and the ECM/EDMS project) with other state agencies.
 - Developed a draft metadata schema for health records based on the Global Justice XML Data Model (GJXDM)
- Developed a funding proposal to set up a digital training program for the statewide archival community
- Managed an National Endowment for the Humanities grant award to re-house nitrate and acetate negatives in cold storage enclosures
- Provided research assistance to patrons.

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101 Creekside, Dayton, Nevada 89403
775-741-7170, ddeleon02@gmail.com

- Research Acknowledgements
 - 2005 - *A Women's Place: Women Writing New Mexico*, Maureen E. Reed.
 - 2006 - *The Witches of Abiquiu: The Governor, the Priest, the Genizario, and the Devil*, Malcolm Ebright and Rick Hendericks.
 - 2007 - *Death and Dying in New Mexico*, Martina Will de Chaparro.
 - 2008 - *To the Ends of the Earth: A History of the Crypto-Jews in New Mexico*, Stanley M. Hordes.

Budget and Fiscal Responsibilities

- Developed and managed Division budget of over \$600,000 annually and 10 FTE.
- Monitored expenditures on a monthly basis.
- Provided oversight to ongoing federal grants for NMHRAB operations and programs (re-grant and training).

Customer Service Experience

February 1995-June 1996

Museum Store Assistant Manager

San Francisco Museum of Modern Art Museum Store
151 Third St, San Francisco, CA 94103

Leadership Responsibilities:

- Supervised staff of 30 salespeople and 2 floor supervisors.
- Reviewed sales data and made staffing decisions with floor supervisors based on peak sales times.
- Provided direct customer support (responded to merchandise requests and handled customer complaints).
- Worked sales floor as needed.

Budget and Fiscal Responsibilities

- Reviewed nightly register reconciliations.
- Made nightly deposits.

October 1993-February 1995

TownSquare Assistant Manager

Nordstrom, Stonestown Galleria
285 Winston Dr., San Francisco, CA 94132

Leadership Responsibilities:

- Supervised staff of 6 salespeople.
- Reviewed sales data and made staffing decisions with manager based on peak sales times.
- Provided direct customer support (responded to merchandise requests and handled customer complaints).
- Worked sales floor as needed.

Budget and Fiscal Responsibilities

- Reviewed nightly register reconciliations.
- Made nightly deposits.

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775-741-7170, ddeleon02@gmail.com

Professional Service

Chief Officers of State Library Agencies (COSLA)

201 E. Main St., Suite 1405, Lexington, KY 40507
2007-2016 Member
2007-2012 Liaison to archival organizations (CoSA, SAA, NAGARA)
2013 Chair Preservation and Access to E-Government Information

Western Council of State Libraries

14400 Midway Rd., Dallas, TX 75244-3509
2007-2016 Member
2011-2013 Secretary

National Association of Government Archives and Records Administrators (NAGARA)

1450 Western Ave., Suite 101, Albany, NY 12203
2010-2016 Member
2010-2012 Vice-President
2012-2014 President

Academy of Certified Archivists (ACA)

1450 Western Ave., Suite 101, Albany, NY 12203
1998-present Member
2007-2009 Exam Development Committee
2008-2009 Role Delineation Review Committee
2009-2013 Regent for Exam Administration
2013-2014 Vice-President
2014-2015 President
2017 Distinguished Service Award

Society of American Archivists (SAA)

527 S. Wells St., 5th Floor, Chicago. IL 60607
1998-2016 Member

Community Service

Homeless Shelter

Provided homeless shelter at church March 2017. Planning to provide shelter December 2017 - March 2018 in collaboration with other churches.
St. Teresa of Avila Catholic Community
3000 N. Lompa Ln.
Carson City, NV 89706
2017-Ongoing Organizer

Daphne O. DeLeon, C.A.
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Western Nevada College Foundation

Western Nevada College
Bristlecone Building #145
2201 West College Parkway
Carson City, NV 89703
2016-present Board Member

Acting in Community Together in Organizing Northern Nevada (ACTIONN)

Grassroots interfaith organizing group focusing on making northern Nevada communities better.
Initiatives include: economic justice, education and immigration.
627 Sunnyside Dr.
Reno, NV 89503
2012-2014 Leadership Council Member

Dayton Valley Dog Park

P.O. Box 995
Dayton, NV 89403
daytonvalleydogpark@gmail.com
2010-2012 Member

Education

MA, History (19th Century and Colonial American History)

University of California, Riverside: 900 University Ave, Riverside, CA 92527

2006-2007 Electronic Records Fellow: Global XML Data Model

National Historical Publications and Records Commission

504 Saint Louis Rd.
Fernley, NV 89408
C: (775) 291-0004
Email: dolanwilliam309@gmail.com

William H. Dolan

Experience

- Love's March 2017 - December 2017
General Manager in training.
- Lowe's January 2010 – January 2017
Assistant Store Manager 3+ years.
Product Service Manager 2 years.
(40 plus hours or more.)

- Consistent execution of leadership standards (took over order management, safety, environmental, and loss prevention tasks
- Managed a 25 million dollar store.
 - 115 employees.
 - 3 direct reports.
 - Daily Order Management, entire store.
 - Generate speciality sales through training, encouraging, and teaching.
 - Weekly loss prevention reports.
 - Schedules, on the desk every Friday as directed.
 - Evening and morning meetings.
 - Monthly speciality Sales meetings.
 - Ensure that each day associates felt their management had their support.
 - Quarterly site inspections.

- *KRZQ (Wilkbroadcasting) 2008-2010*
 - *On air talent.*
 - *audio production.*
 - *Remote Tech*
- Costco Wholesale (Concord,CA) 2007-2008
 - Freight Crew.

United States Army Ft. Bliss, TX
Patriot Missile Defense
Rank: E-4

Related Experience

- June 1998 - August 2002 United States ARMY Ft. Bliss, TX
- Early Warning Enhanced Operator / System Analyst
- Attained E-4 Pay grade (within 18 months of entry into U.S. Army)
- Overseer of quarterly Soldier Travel Budget
- One year of training with the Military Police (Cp).
- Opposing force (Op4) training for soldiers at field sites.
- Worked with Central Intelligence Division in forwarding criminals to the proper jailing facility.

Volunteer Experience

August 2000 - May 2002 El Paso Humane Society El Paso, TX

- Tended to the needs of injured animals
- Aid in the adoption process at off site locations
- Care / maintenance of animal adoption facilities
- Instructed proper care to families adopting pets

Skills Computer Skills:

- Microsoft Office Products (Word, Excel, Powerpoint)
- Education Western Nevada College Carson City, NV 2008 - 2009
- Diablo Valley College Pleasant Hill, CA 2003 - 2006
- Robert McQueen High School Reno, NV Graduated 1998

Summary

I am looking for an opportunity where I can make a long-term significant impact in the organization. I enjoy a fast-paced environment that requires critical thinking and problem solving.

Professional Experience

Executive Director, Business Network International, Reno, NV (Jan 2010-Present)

- Took over struggling sales training and development firm.
- Have updated key platforms while increasing retention and sales.
- Direct P&L responsibility while directing a staff of 16.

Sales Director and Project Manager, Sierra Integrated Systems (July 2011- December 2016)

- Able to run multi-location projects with multiple teams. On schedule, on budget.
- Key campaign development and implementation, generating nine million dollars in new revenue.

President, ReThink Now, Carson City, NV (June 09- Jan 12)

- Created, marketed and developed cognitive behavior change program for courts.
- Training program created and implemented to outside agencies for strategic long-term viability and growth of program. Leading to acquisition of firm.

Officer, VP-Sun West Bank, Mutual of Omaha Bank, Wells Fargo, Reno, NV (Dec 06-May 09)

- Responsible for all commercial lending and business development in Northern NV, CA.
- Developed successful sales team and strategic referral partners.
- Restarted SBA division and grew lending to 10M year over year.

Regional Vice President – Heritage Federal Credit Union, Mt. Pleasant, SC (July 01- Dec. 06)

- Increasing consumer loan portfolio 17% annually.
- Managed sales team of 23 at multiple locations with direct P&L accountability.

Regional Territory Manager – Tower Securities, Summerville, SC (May 1998-July 2001)

- Created new partnerships with community banks and credit unions to run investment and insurance divisions within existing financial institutions.
- Created new sustainable revenue stream for each institution.
- Responsible for contract negotiation, and maintenance of annual licensure renewals.

Regional Sales Manager – TCF Bank, Ann Arbor, MI (May 1989 –May 1998)

- Directed a successful transition of a 2.3 billion dollar failing institution to engage in a new platform, while a part of the executive leadership team.
- Responsible for development and forecasting of 16 traditional branches and 5 In-Store locations. Oversight of 114 million dollar regional budget.

Proof Positive

Sales Person of the Year: 1994, 1996, 1999, 2003-2005.

Team Leader of the Year 2007-2010.

Community Involvement

Men's Varsity Ice Hockey Coach, Wando High School.

Chairman-Young Life of Northern NV.

Board member of International Missions RAV.

Education

St. Cloud State University, St. Cloud, MN. Business Administration, B.S. (not complete)

Aalborg University, Aalborg, Denmark. International Business.

Contact

Hauptertg@yahoo.com

775-223-4292

January 16, 2018

Carson City Airport
D. Zahtilla, Interim Airport Manager
Steven E. Tackes, Airport Counsel
2600 College Parkway #6
Carson City, NV 89706

Re: Airport Manager Job Posting

Dear Mr. Zahtilla and Mr. Tackes,

I would like you to consider me for your Carson City Airport Manager job posting.

In researching the Airport and the position, I find several opportunities.

1. The past managers have struggled with punctuality of reporting and compliance.
2. The past management has struggled with growth.
3. The 1989/2001 master plan is only partially on target to meet goals/expectations.
4. The board has been divided and mixed on its handling of personal and growth.

I am interested in this position because of the previous history and because of the enormous opportunity.

Let me share with you straight away, I have very little pilot or general aviation experience.

What I do have is an exceptional track record for turning organizations around. And leading then on to a greater regional impact.

Let's start with the money. I have an extensive finance background. I can interpret data and pull numbers through to be able to tell you the real story, and thereby make decisions based on solid, actual financial data. I am proficient at budgets and project management. Which will be a key component in building out the facilities to attract more business.

I have an extensive executive leadership background. I am as comfortable in the board room as I am in the hanger, working with the maintenance team. And because of my generalist background, I can motivate and inspire. Not only the staff, but the community. With vision and clear communication. Part of leadership will be compliance with the governing bodies. Having worked most of professional life in a heavily regulated industry. I know how to work with oversight and form the relationships that will benefit the airport and community.

Politics'. As stated above the history of the position and politics is about what I would expect to find. When you have members of the community with passion and interest and a management team that is not firing on all cylinders. You are going to have conflict. I would start with working closing with Mr. Zahtilla and Mr. Tackes to identify the top priorities and develop some short-term goals. Part of the beauty of bringing in someone new is the ability to hit the reset button. We would do that. A big part of that would-be transparency. I will sit down with all the stakeholders and review every deficiency we have. Evaluate with you the level of urgency and move forward.

Lastly are sales. I have an excellent sales background. I have an extensive entrepreneurial background. I have fundraising and large donor wrangler experience. And generally, I am a "get it done" person. I see through the recent history of the position that it has been suggested that the manager's role be broken out into an operations manager and a sales manager type arrangement. We may very well see that come up again. I can get this pivotal community enterprise on track and up to date. And we will evaluate the merit in bringing others to the table. We have many recourses and successful airports to draw from.

Thank you for your time and consideration.

Sincerely,

Greg Hauptert

JAMES J. KELLER
1641 Brentworth Way
Reno Nevada 89521

775-857-6363 (cell)
775-501-5196 (home)
rellekj@hotmail.com

OBJECTIVE: To obtain a rewarding career as a Facilities Manager while staying employed within the State of Nevada showcasing my skills in a supervisory or management role.

PROFILE: Over thirty years of excellence, providing quality leadership, supervisory experience, and management. I am recognized for stellar leadership as a Facility Supervisor while employed with Chugach, the Nevada System of Higher Education, Reno /Tahoe Airport Authority and currently with First Service Residential. I am consistently meeting or exceeding deadlines with the strong ability to lead and motivate teams for better productivity and efficiency. I have a solid ability to handle various aspects of facilities maintenance including but not limited to; Carpentry, HVAC, Electrical, Plumbing and Custodial. I am seasoned in the responsibility for leadership and development of construction and facility maintenance crews as well as perform all aspects of construction including blueprint takeoff. I have collaborated closely with Military officials as well as the United States Government on specific jobs, projects and annual budgets. I am proficient with scheduling crews, jobs, projects and heavy equipment. Consistently meeting or exceeding deadlines and excellent communication skills with Managers, crews and Supervisors. I have a very strong ability to understand and convey complex instructions efficiently and effectively and head-up leadership roles with safety committees. I achieve high safety ratings helping with DART RATES, staying to 0 as well as keeping worker compensation rates extremely low. I believe that strong work and safety ethics are essential. I am also skilled with residential and commercial construction, general maintenance, and ground up construction on a multi-million-dollar service contract.

PROFESSIONAL EXPERIENCE:

Maintenance Manager
First Service Residential

- Coordinate and direct staff to ensure all machines and equipment within the Clubhouses and property are running correctly and efficiently.
- Work with General Manager to ensure adequate cleaning and maintenance of aquatic facilities, including pool chemical and equipment checks and adjustments as necessary.
- Work with General Manager to ensure start up and shut down of seasonal pool operation, including pools are prepared at all times for Washoe Co. Health Department inspections.
- Work with management to verify the completion of work orders with solutions/repairs being logged correctly and timely
- Assist in the preparation and implementation of a preventive maintenance program for the buildings, including photos and maintenance schedules.
- Ensure proper knowledge of Emergency Systems (i.e. Fire Alarm, Fire Sprinkler, and Fire Monitoring) by facility staff
- Assist in development of RFPs and Scopes of Work for various maintenance related projects.
- Review vendor bids and proposals for projects as necessary.
- Respond to emergencies as necessary; coordinate activities with other responders; direct the work of staff and utilization of resources to affect repair and ensure the safety of the community
- Maintain regular and positive communication with owners and management team

Facility Supervisor**Reno-Tahoe Airport Authority 2015 – 2017**

Supervise 18 state employees in custodial services and facility maintenance throughout the Reno/Tahoe Airport indoor and outdoor.

- Procure materials to perform work while staying within budget constraints
- Pick applicants, interview, and make hiring decisions
- Assign work to all employees and oversee work on a daily basis
- Review work orders for completeness
- Engage in job walks to ensure completeness and quality work has been done
- Ensure HVAC Plant operations are within daily parameters and temperature standards
- Write annual performance evaluations on each employee
- Give oral and written reprimands as needed
- Hold safety and training meetings
- Communicate closely with all staff as well as managers via email regarding work being done on each one of the buildings

Facilities/Custodial Supervisor II 2013 - 2015

Nevada System of Higher Education/UNR Campus

- Supervise 14 State employees in custodial services in 20 buildings as well as the buildings that have been subcontracted to an outside company.
- Buy and procure materials to perform work while staying within budget constraints
- Pick applicants, interview, and make hiring decisions.
- Assign work to all teams on a nightly basis
- Review work orders for completeness
- Engage in walk through to ensure completeness and quality work has been done.
- Write annual performance evaluations on each employee
- Give oral and written reprimands as needed.
- Hold safety tailgate meetings with employees
- Communicate closely with all Staff as well as Managers via email regarding neatness on each one of the buildings.

Chugach Support Services, NAS Fallon, NV 2007- 2012**Facilities Supervisor**

- Shop Supervisor responsible for overseeing crew members on a \$98 Million USN Service Maintenance contract.
- Supervised Carpenters, HVAC, Electricians, and Plumbers
- Supervise Wastewater Plant and operations
- Experienced fire suppression.
- Layout and read Blueprints.
- Experienced with roofing, and EPDM roofing systems.
- Install and repair all underground services.
- Responsible for and inspecting all construction of new and remodel projects.
- Install drywall, roofing, and locks including; electronic lock systems.
- Repair roofing and other structures as needed.
- Collaborate closely with Government and Navy Officials.
- Perform commercial demolitions.

Chugach Support Services, NAS Fallon, NV 1998 – 2007**Lead Carpenter**

- . Collaborate closely with Government and Navy Officials.
- Responsible for construction on of Carpentry.
- Pour and finish Concrete
- Install drywall, roofing, and locks including; electronic lock systems.
- Repair roofing and other structures as needed.
- Perform commercial demolitions.

KW Construction / West Coast Contactors, Reno, NV. 1989 - 1998**Assistant Superintendent/Forman**

- Responsible for performing, coordinating, and/or overseeing daily project management activities during procurement, design, construction, and close-out phases.
- Develop and review design and construction plans and specifications including documenting information and writing reports.
- Perform site inspections and document contractor progress.
- Review construction documents and budgets to determine level of project completion.
- Manage electronic project management applications inclusive of various modules such as budget tracking, Schedule of Values (SOV) input, Request for Information (RFI), and submittals.
- Provide excellent customer service to contractors, tenants, and government agencies to resolve issues and ensure client satisfaction.
- Negotiate and prepare subcontracts, material purchase agreements and change orders
- Prepare and manage comprehensive project schedules on complex projects
- Supervise and develop employees on the Project team
- Read, prepare, and understand project cost reports
- Review and manage design and construction phase documents
- Review and understand project estimates to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of projects
- Review project estimates to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of projects
- Maintain positive relationships with clients
- Experienced with various building types including public and private sector medical, health care, food, pharmaceutical, educational, federal, state, military/defense, municipal, data center, manufacturing, warehouse/distribution, infrastructure, multi-family, photovoltaic and suburban office projects

EDUCATION:

Bachelor of Science in Business Administration
68 Credits Completed

ITT Technical Institute – Sacramento, California 1987-1989

Associate Degree in Electronic Engineering

SPECIALIZED TRAINING:

Effective Discipline & Documentation

NIMS-ICS Awareness

State of Nevada: Evaluation employee Performance

Discipline in Classified System Training

FEMS: Active Shooter Training IS-00907

Custodial Institute Training

Supervisor Toolkit/Nuts & Bolts Training

M&C Environmental Training

Asbestos & Maintenance Training

Interviewing & Hiring of State Employees

State of Nevada: Progressive Disciplinary Procedures

State of Nevada: Nevada Risk Management Defensive Driving

Extensive ethics

Safety Awards

Microsoft Word

Microsoft Excel

Microsoft Outlook

CERTIFICATIONS:

Certified Facility Manager (CFM)

Facility Management Professional

Heavy Equipment Operator

Welding

Forklift licensed

OSHA 10 & 30 hour

*Training Certificates Attached

** References upon request

William B. Knight
2230 South Curry Street
Carson City, NV 89703
775-882-3075 (H) 775-882-8715 (Fax)

S U M M A R Y

* A VARIED BACKGROUND WITH EXTENSIVE EXPERIENCE IN PERSONNEL MANAGEMENT, TRAINING AND SUPERVISION, CONSTRUCTION AND SYSTEMS OPERATIONS AND MAINTENANCE

A C C O M P L I S H M E N T S

- * WOODWORKING NORTHWEST TERRITORIAL MINT LLC 2017-2017
 - * MANUFACTURE HIGH END WOOD PRODUCTS FOR COLLEGES AND UNIVERSITIES
- * ARMED SECURITY GUARD NORTHWEST TERRITORIAL MINT LLC 2015 - 2017
 - * TRANSPORT PRECIOUS METALS FROM OUT OF STATE TO THE MINT IN DAYTON
 - * OPEN AND CLOSE THE FACILITY, PROVIDE SECURITY FOR THE FACILITY AND ALL PERSONNEL
- * SECURITY OFFICER SHIFT SUPERVISOR CARSON TAHOE HOSPITAL 2014 - 2015
 - * RESPONSIBLE FOR THE SAFETY AND SECURITY OF HOSPITAL STAFF, PATIENTS AND FACILITIES
- * OPERATING MY OWN BUSINESS AS A WELLNESS CONSULTANT 2004 - PRESENT
 - * RESPONSIBLE FOR TRAINING AND PROVIDING BUSINESS BUILDING GUIDENCE TO BUSINESS PARTNERS
- * WESTERN NEVADA COMMUNITY COLLEGE
 - DIRECTOR OF FACILITIES MAINTENANCE AND PLANNING 2000 - 2004
 - * RESPONSIBLE FOR THE SUPERVISION, TRAINING AND SAFETY OF THIRTY PERSONNEL ASSIGNED TO THE FACILITIES DEPARTMENT
 - * IN CHARGE OF THE OPERATION, MAINTENANCE, PLANNING, CONSTRUCTION AND REMODEL OF ALL FACILITIES OF WNCC IN CARSON CITY, MINDEN, FERNLEY, AND FALLON
 - * ESTABLISHED PREQUALIFICATION FOR CONTRACTORS BIDDING ON CONSTRUCTION PROJECTS
 - * COMPLETED CONSTRUCTION OF THE NEW LIBRARY AND OBSERVATORY ON THE CARSON CAMPUS
 - * REDUCED ENERGY COSTS ON THE MAIN CAMPUS USING AN ESCO FOR FUNDING
 - * ESTABLISHED A PREVENTATIVE MAINTENANCE PROGRAM FOR THE SCHOOL
 - * INSTALLED A SECURITY CARD ACCESS SYSTEM FOR THE CARSON CITY CAMPUS
 - * INSTALLED A VOICE OVER IP TELEPHONE SYSTEM TO REDUCE COMMUNICATION COSTS
- * SIERRA PACIFIC POWER COMPANY
 - FACILITIES ENGINEERING SUPERVISOR 1990 - 2000
 - * RESPONSIBLE FOR THE OPERATION, MAINTENANCE, PLANNING, CONSTRUCTION AND REMODEL OF SIERRA PACIFIC POWER COMPANY BUILDINGS IN THE RENO/SPARKS AREA AS WELL AS MAJOR REMODEL AND CONSTRUCTION OF ALL FACILITIES IN THE COMPANY IN NORTHERN NEVADA AND CALIFORNIA
 - * ESTABLISHED COMPANY WIDE INTERIOR OFFICE STANDARDS FOR COLORS, FURNITURE, CARPETING, ETC., REDUCING INVENTORY COSTS TO SUPPORT INTERNAL CUSTOMERS AND INCREASING EXTERNAL BRAND
 - * WORKED CLOSELY WITH OFFICE WORKERS AND THE SAFETY DEPARTMENT IN ESTABLISHING A WORK STATION REVIEW PROCESS AND TRAINNG TO IDENTIFY AND REDUCE REPETITIVE MOTION INJURIES
 - * DEVELOPED AND IMPLEMENTED A SAFETY AWARENESS PROGRAM FOR THE FACILITIES DEPARTMENT TO REDUCE LOST TIME ACCIDENTS

FACILITIES ENGINEER 1985 - 1990

- * REDUCED CONSTRUCTION COSTS OF THE CORPORATE HEADQUARTERS BUILDING BY \$200,000 THROUGH CAREFUL REVIEW OF CONSTRUCTION CHANGE ORDERS
- * TRAINED OPERATIONS PERSONNEL AND SECURITY PERSONNEL IN THE OPERATION AND MAINTENANCE OF THE CORPORATE HEADQUARTERS BUILDING
- * MADE SYSTEM DESIGN CHANGES RESULTING IN AN ANNUAL UTILITY SAVINGS OF \$40,000 FOR THE LIFE OF THE BUILDING

VALMY CONSTRUCTION MONITORING TEAM, SENIOR MECHANICAL ENGINEER 1981 - 1985

- * PERFORMING AS A TEAM MEMBER RESPONSIBLE FOR MONITORING CONSTRUCTION OF THE TWO VALMY COAL FIRED POWER PLANTS WHICH RESULTED IN THE PROJECT RECEIVING THE NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS AWARD FOR OUTSTANDING ENGINEERING ACHIEVEMENT IN THE U.S. FOR BRINGING THE PROJECT IN AHEAD OF SCHEDULE AND UNDER BUDGET
- * TRAINED PLANT OPERATING PERSONNEL IN THE OPERATION AND MAINTENANCE OF THE TWO AIR QUALITY MONITORING STATIONS FOR THE VALMY POWER PLANT

* U.S. NAVY OFFICER 1972 - 1980

- * COMPLETED A VARIETY OF ASSIGNMENTS UP TO AND INCLUDING COMMANDING OFFICER OF A NAVY SHIP

EDUCATION & CERTIFICATIONS

- * BS--US NAVAL ACADEMY
- * MBA--NATIONAL UNIVERSITY
- * CERTIFICATIONS
 - FIRST RESPONDER
 - AWS WELDING INSPECTOR
 - AHERA ASBESTOS SUPERVISOR
 - FACILITIES MANAGEMENT ADMINISTRATOR
 - REAL PROPERTIES ADMINISTRATOR
 - WOOD BADGE BOY SCOUTS OF AMERICA

COMMUNITY SERVICE

- * BOARD MEMBER UNITED CEREBRAL PALSY OF NEVADA 2011- PRESENT
- * BOARD MEMBER EASTER SEALS SIERRA NEVADA (BOARD CHAIR FOUR YEARS) 2000 - 2011
- * KIWANIS OF CARSON CITY (PRESIDENT 2010 - 2011) 2000 - PRESENT
- * INDEPENDENT ORDER OF ODD FELLOWS 1993 - PRESENT
- * BOY SCOUTS OF AMERICA, HELD NUMEROUS ADULT LEADER POSITIONS INCLUDING CHAIRMAN OF THE EAGLE BOARD OF REVIEW FOR THE PINENUT DISTRICT 1993 - 2015

AWARDS

- * BOY SCOUTS OF AMERICA - EAGLE SCOUT, DISTRICT AWARD OF MERIT, SILVER BEAVER
- * SIERRA PACIFIC POWER COMPANY - ENVIRONMENTAL EXCELLENCE AWARD
- * CARSON CITY SERTOMA CLUB 2005 - SERVICE TO MANKIND AWARD

January 31, 2018

Selection Committee for Carson City Airport Manager

Dear Committee Members:

I would like to thank you in advance for taking the time to review my application for the Carson City Airport Manager position and look forward to meeting you in person to discuss any questions or concerns you might have of me and my abilities to fulfill the requirements of the position.

I have reviewed all of the qualifications for the candidate for the position and I believe I meet these requirements. I have worked for almost twenty years in the area of Facilities Management and at one time was one of the few professionals in the United States that was dual certified by Building Owners and Managers Institute International in Facilities Management and Real Properties Management. I have lived in the area for more than thirty years and have watched the airport grow to the facility it is today. It would be exciting to be a part of the continued growth and success of the Carson City Airport. As a member of Kiwanis I helped chair the food booth at the Carson City Airport open house for several years and enjoyed all of the activities at this event.

I have enjoyed working in the area of facilities management and especially like the challenges of making things better and more efficient. I believe that making things better does not always mean spending more money. The facilities department should always be working to strengthen the bottom line and at the same time ensure the safety of all those using the airport facility.

I have attached a resume for your review. Please feel free to contact me either by email or phone should you have any questions. My telephone number is 775-882-3075 and my email address is wholelifehealth@att.net.

Sincerely,

Bill Knight

SCOTT MADISON

OBJECTIVE To bring my 24 years of experience working in and leading teams to achieve the objectives and goals set forth within an organization. The overall success of the company and my personal contributions to achieving those goals is my measure of success.

SKILLS & ABILITIES I excel in working in high pressure dynamic environments, much of my past work experience has put me in situations that I have had to quickly modify and adapt to excel. I have worked with many different programs and portal interfaces with various vendors both internal and external to our primary LAN. I have also traveled and met with clients from C-Level executives from fortune 500 companies to smaller single location managers that had multiple job tasks. I have the ability to understand complex challenges with multiple aspects that at times are changing as details emerge regarding the solution required.

EXPERIENCE **NETWORK SERVICES SOLUTIONS LLC**
HEADQUARTED, RENO, NV
Founder CEO of Network Services Solutions (NSS), 1993 to 2017
Created a nationwide telecommunications company ultimately employing 29 employees in different areas of the country, with sales approaching 30 million dollars in annualized revenue. NSS was recognized by many nationwide carriers as a valued partner and outstanding producer in terms of monthly growth year over year. The diverse team that NSS had assembled exceeded 500 years of combined telecommunication experience enabling NSS to bring cutting edge solutions to very complex network solutions as well as straightforward single location clients.

EDUCATION **UNIVERSITY NEVADA RENO**
Bachelor of Science Business Management
1987
Continued course certification work through several nationwide carrier vendor partners keeping my understanding of converging voice and data networks current.

COMMUNICATION I have very effective interpersonal skills in one on one meetings, as well as presentations to large groups in conference settings. I have many years of experience in collaborating with teams to facilitate best in class solutions for our clients.

REFERENCES

Joel Madison: Chief Operating Officer at Sierra Nevada Corporation.

Scott has developed and run a very successful telecommunications company, taking it from a small business to one of the leading players in the industry. He has a wide set of experience and skills in management, sales, operations and compliance. His career has served commercial, medical and government markets. During his career he has demonstrated a strong work ethic and passion for the company and customers they were serving. He would be a valuable addition to any management team.

Aimee McCarty: Trust Administrator Associate at Laurel Trust Company.

As the President of Network Services Solutions, our former company, Scott was a driving force in generating new sales.

Duane Felker: Owner Carson City Barbeque and Catering.

I have known Scott for over 30 years, he has always been a good friend, hard worker and willing to help whenever the need arose. I would highly recommend Scott for any job, especially managing people.

FRANK NELSON

2585 Dyer Way, Reno, NV · 775-434-3595

franknelsonjr@gmail.com · <https://www.linkedin.com/in/frank-nelson-senior-manager/>

Seeking an opportunity to advance my skillset in operations and analysis. One in which I can grow my current abilities to develop, coordinate, and improve business operations while leading and championing organizational growth through stakeholder and stockholder collaboration.

EXPERIENCE

Senior Manager

Waste Management Inc. Reno, NV PH: 775-434-3595 11/17 – Current

- Managed day to day operations for Waste Management servicing Reno, Sparks, and Washoe County.
- Supervised 7 front line managers, and interfaced with 120 employees daily spanning 3 lines of business.
- Proctored safety meetings to ensure DOT and FMCSR compliance for all CDL employees.
- Achieved improved KPI's within 2 months of taking Senior position.
- Interviewed, hired, coached, managed payroll, maintained employee files, and developed workforce in accordance with a Collective Bargaining Agreement with the Teamsters Local 533.
- Developed and maintained interoffice processes to improve reporting of profitability through the use of slicer and pivot table dashboards.
- Represented WM in legal matters, managed profitability and growth through contract negotiation and maintenance, and managed PR functions through supporting departments.

Market Area Logistics Analyst

Waste Management Inc. Reno, NV PH: 775-434-3595 7/16 – 11/17

- Coordinated, at the market area level, the market area wide initiative of staffing and asset analysis.
- Analyzed customer growth trend, asset capacity utilization, and financial performance of business units to determine operational profitability, forecast asset and labor needs, and increase performance on KPI's.
- Worked with software development team, corporate based analytics team, and senior leadership to enhance, deploy, and utilize software to increase productivity through routing analytics.
- Operated within a cross functional team to ensure continuity and profitability of enterprise boundaries between company business units.
- Created, proctored, and managed market area budget to performance tracking for operations improvement team.
- Developed market area management team through training, support, and interaction during analysis of their business units, initiating IT changes, and rolling out companywide initiatives.
- Worked with senior leadership team and strategic development team on evaluation and integration of acquisitions, with highest level decision making on final purchase.

Route Manager

Waste Management Inc. Reno, NV PH: 775-434-3595

10/2014 – 7/16

- Managed the Commercial, Residential and Industrial lines of business; including customer relations, departmental budgeting, scheduling, franchise agreement maintenance and local governmental relations.
- Managed 60 direct reports, including class A & B truck drivers, lead drivers, and office staff.
- Ensured timely service for 150,000 customers, with an associated 4.5 million services per month, generating 250 Mill. per year in revenue.
- Proctored and Managed safety meetings, reporting, and initiatives for the hauling site to drive safety metrics, eliminate lost time incidents, and OSHA recordable, with a 10% YOY improvement on operational liability claims.
- Engaged in quarterly P&L reviews at the district level to identify cost savings opportunities and develop operational budgeting targets.
- Implemented, managed, and maintained statistical regression based employee productivity benchmarking.
- Presented at monthly operations reviews on KPI's, KPI trending, and projections of service and operational areas of opportunities and associated time bound implementation plans.

Operations Management Trainee

Waste Management Inc. Reno, NV

PH: 775-434-3595

5/2014 – 10/2014

- Initiated route development and management through on-board computing, assisting in productivity gains for container delivery crews.
- Worked with market area Operations Improvement Manager to assist with business process based computer application rollout in rural and metropolitan areas.
- Improved reporting accuracy and functionality working with reporting specialists through data stream analysis, process, and timeline adjustment.

Production Scheduler II

International Game Technology Reno, NV PH: 775-448-7777 4/2013 – 3/2014

- Coordinated production on 4 production lines, for 4 supervisors & 80 assemblers, building up to 120 highly configurable electronic gaming units daily, with an associated finished goods value of 1.3 million dollars.
- Provided production scheduling along with materials requirements planning.
- Spearheaded flagship initiative to minimize non value added production support functions, reduce bottlenecks in manufacturing process, and develop cross functional accountability among production and peripheral departments.
- Worked cross functionally with master scheduling, purchasing, warehouse, and production to assist in production flex capacity gains, improvement in inventory turns, and production continuity.
- Maintained ISO 9001 intradepartmental process document library.
- Minimized production order variance through management of component changes on units in WIP
- Analyzed SAP build of materials for BOM and routing errors/issues.

EDUCATION

12/2012

BACHELORS DEGREE IN BUSINESS ADMIN., UNIVERSITY OF NEVADA, RENO

3.85 GPA, graduated while working full time and taking a full course load.

8/2010

ASSOCIATE OF ARTS, TRUCKEE MEADOWS COMMUNITY COLLEGE.

Graduated with Phi Theta Kapa Honors. Achieved degree while working full time and taking a full course load.

SKILLS

- Database Operation with MP2 database program, familiar with SQL
- Proficiency with SAP enterprise resource system
- Proficiency with Microsoft Office Suite
- Working knowledge of Minitab and SPSS statistical software
- Work with RTMS software and routing/dispatching software
- Proficiency with Kronos time keeping & GUI
- Familiar with 5S, Lean, and six sigma manufacturing principals and procedures
- Experience with ISO 9001 documentation and procedures
- Experience with OCSD, ERL, PVA, PMT, EMAP, SMART, and Mass/AS400 (WM applications)
- Experience with Oracle P2P purchasing software

ACTIVITIES

Currently first chair of the Neighborhood Advisory Board for Ward 3 in the City of Reno, a development advisory board for City Councilmen Oscar Delgado.

MICHAEL REYNOLDS

25 January 2018

4 Windtree Circle

Carson City, Nevada 89701

775-315-9411 reynolds-michael@sbcglobal.net

OBJECTIVE: Airport Management

Summary: A career of decision-making, problem solving positions at all levels of airport management. First hand knowledge of directing large airfields with complex budget requirements and challenges. Strong General Aviation and Military aviation background. Educational background enhances job experience.

Highlights:

- *Master's Degree, Embry Riddle Aeronautical University with course work in Airport Management and Accident Investigation/Safety**
- *Flight Instructor: CFI, CFII, MEI, ATP, Helicopter Instrument**
- *Airframe and Powerplant Mechanic**
- *Part 107 Commercial Drone License**
- *Class C Parachute License, (1500 jumps)**
- *Managed largest Joint-Use (military-civilian) airport in the Federal Republic of Germany**

***Managed two tower-controlled airports and one Non-Towered control airport**

***Former test pilot for the US Military at the NASA Ames facility in Mountain View California**

***Certified School Teacher-Department chair for High School Aerospace/Aviation Stem program**

***Young Eagle pilot with over 400 youth flown in the Young Eagle program in the local area to promote career education in Aerospace and Aviation**

***Graduate of the Carson City Leadership Academy where I was a tireless advocate for the Carson City Airport.**

***33 years' experience flying in and out of the Carson City Airport**

***Volunteer in support of the Carson City Airport Open House. Coordinated and participated in several parachutes jumps for the opening ceremony.**

***Support and participate in the FAA FAST Team presentations and initiatives on Aircraft Safety and Accident investigations.**

***Served as the lead accident investigator on several airport accident investigations.**

***Former member of the Association of Airport Executives. If selected I will renew my membership.**

***Certified Grant writer. I have written several grants to support aviation, aerospace and the Veterans Organization. This skill set will help to provide additional funds for the Carson City Airport.**

***Retired Military Officer, Disabled Veteran, Master Army Aviator**

***9000 Flight Hours in fixed wing and helicopter aircraft. Twice nominated for the Broken Wing Award for saving a disabled aircraft in flight.**

***Will waive health benefits. In excellent physical condition. Currently hold a class II flight physical.**

Work Experience:

- **Airport Manager- Stuttgart Army Airfield Largest Joint use (Military and Civilian) airfield in Germany. Won Meritorious Service Medal for my successful airport tenure and was promoted to Battalion level command**
- **Deputy Airport Manager- Fritzsche Army Airfield, Fort Ord California. Designated as the chairman of the Aircraft Accident Investigation Board as a Field Grade Officer.**
- **Airport Manager – Hamilton Air Force Base, Marin County California, a Non-Towered airport that was managed by the US Army. Designated Chair of the Airport Community Advisory Board for Airport. ,**

Education:

- **M.S. Degree Embry Riddle Aeronautical University
Aeronautical Science Minor in Airport Accident Investigation and Safety**
- **B.S. Degree Marketing and Business Management**
- **M.S. Degree U.S. Army Command and General Staff College,
Military Leadership**

References on Request

25 JAN 2018

MICHAEL REYNOLDS

Carson City Airport

2500 College Pkw

Carson City, Nevada

Attention; Airport Manager Selection Committee

I am currently seeking the position of Carson City Airport Manager. I am a hands-on results-oriented leader with a diverse and extensive Aviation and Airport background. I am a team player and as my

enclosed resume demonstrates I have a consistent successful track record at Airport Management. I am a 14-year resident of Carson City and from day one I have been an advocate and supporter of the

Carson City Airport and the surrounding Community. I am a retired Military Flight Officer and have been affiliated with the Association of Airport Executives and the training resources that that organization provides. I am an experienced Flight Instructor and have participated in many FAA programs that bring addition safety and security to Airport Operations.

Based on my job experience and educational qualifications I am confident that I can bring effective leadership and future growth and success to the Carson City Airport. I would appreciate the opportunity to further discuss my credentials with your committee during an interview at your convenience

Will provide References upon request.

Michael L Reynolds, Carson City Nevada

MARK L. RIDDLE

1305 E. Robinson Street • Carson City, NV 89701 • 602-621-7198 • mlriddle42@yahoo.com

Qualifications

Focused, energetic, deliberate, multi-faceted professional equipped with extensive experience in progressively responsible operations management roles across multiple industries. Possess a high degree of ethics and integrity coupled with proven abilities in building highly engaged teams that deliver significant contributions to the bottom line. Routinely deliver creative distribution strategies designed to improve operating efficiencies resulting in improved levels of profitability and revenue gains in consumer goods and services entities. Effective consensus builder with exceptional communication skills and the ability to build and maintain long-term client relationships based on mutual trust and respect. Extremely creative problem solver adept in analyzing situations and bringing complex issues and concerns to prompt resolution.

Sales
Procedure Development
Inventory Control

Contract Negotiation
Vendor Relations
Warehouse Operations

Business Development
Transportation Logistics
Communication

Problem Solving
Team Building
Procurement

SELECTED HIGHLIGHTS

- Successfully implemented innovative merchandising strategies and techniques in retail outlets that resulted in a 52% increase in total sales.
- Developed a new overall routing program that significantly improved customer service and satisfaction levels leading to a 35% increase in annual profits.
- Launched and maintained a cohesive sales team in the Arizona market that exceeded corporate goals by 50%.
- Served as project manager tasked with opening 4 new distribution centers that served a 5 state region.
- Coordinated the successful facility restructure of 2 distribution centers that contributed an estimated \$20 M in annual income.

CAREER TRACK

Floor and Decor

Department Manager Tile, Wood and AccessoriesFeb 2014 – Jan 2016

.Responsible for managing department's, Wood flooring and Accessories for wood, tile, glass, stone and deco. Scheduling, training new employees, team building, cash audits, shipping and receiving audits daily and monthly store safety audits. Maintain a customer relationships, handle all customer complaints. Store size 67 thousand sq. ft. Responsible for managing Inventory, Department P&L, special orders, price changes and on sale items.

- Manage 12 department employees, Scheduling, Sales training, Inventory management, merchandizing training, hiring.
- Maintained 90 % to 105% sales over budget in each department.
- Responsible for managing all customer issues, frontend audits and shipping audits.
- Responsible for opening and closing the store, Cash over short issues, daily store safety audits.
- Managing all store departments and store operations as necessary.

Eurest Services / General Dynamics

Site Manager/ Facilities Consultant Dec 2012- Jan 2014

Responsible for the coordination, implementing, Cleaning and Floor services for 1.5 million square foot facility with 31 staff members. Responsible for managing all facets of operations including AR/AP, budget performance, human resources, staffing, teambuilding and scheduling for multiple buildings.

- Manage all inventory, Responsible all MSD, And federal Safety requirements.
- Increased floor production by 80%. Ensured that all quality and productivity standards were met on a consistent basis.

- Responsible for managing all customer issues. Scheduling projects and staff..Responsible for compliance with all workplace conduct, emergency and safety directives.
- Ensure that all quality and productivity standards were met on a consistent basis.

The Crossroads Inc

Development Coordinator -Dec 2012

Assistant Program Coordinator 2010-2011

Responsible for the coordination, implementing, and set up of promotional events, trade shows, community outreach, marketing and fund raising for 5 facilities.

- Managed front office, intake screenings, incoming calls and assisted program coordinator with all facility operations.
- Improved facility by getting donations to retile and repaint facility.
- Responsible for managing all intakes, client payments, client progress, maintaining client files, assisting with all behavioral records and fire inspection logs. Planned and coordinated all special events.

VANGENT INC.

USPS/FedEx Business Liaison 2009-2010

Team Lead 2009-2009

Responsible for providing leadership and guidance to the Warehouse/Mail Receipt Department for the Phoenix Paper Data Capture Center as part of the U.S. Department of Commerce 2010 Census as well as serving as the facility liaison for both the United States Postal Service and FedEx regarding timely mail deliveries

- Provided full supervisory authority to a team of 30 staff members in a highly technical, time sensitive, quality and production driven environment for the accurate and timely processing of 70 million, Title 13 protected forms.
- Achieved and maintained the required Department of Commerce security clearance for positions of public trust.
- Responsible for compliance with all workplace conduct, emergency and safety directives.
- Ensured that all quality and productivity standards were met on a consistent basis.
- Provided employee coaching and counseling as required.
- Authored the Standard Operating Procedures for the Mail Receipt and Shipping Departments.

PENSUS GROUP

Director of Marina Operations 2008-2009

Marina Manager 2008-2008

Retail Store Manager..... 2007-2008

Responsible for managing all facets of operations including AR/AP, budget performance, human resources, staffing, teambuilding and scheduling for multiple marinas with a staff in excess of 300 employees.

- Reduced annual operating expenses by \$1M.
- Certified as Hazmat First Responder
- Designed and implemented a corporate wide employee training/cross training program supplemented with a standardized incentive plan.

SOUTHWEST SPECIALTY FOODS

Route/Outside Sales Manager 2005-2007

Responsible for the coordination and set up of promotional events and tradeshow in various national media outlets.

- Managed all warehouse distribution and product merchandising in grocery stores, convenience stores, gift shops and hotels.
- Improved existing account route structures to increase delivery efficiencies leading to better inventory control and improved profit margins.
- Increased sales by 80% at a large international airport through improved merchandising display strategies which were adopted on a national basis.

ANDERSON NEWS/MAGS PLUS

<i>General Manager, Facility Operations</i>	2001-2005
<i>Route Sales Supervisor</i>	2000-2001
<i>Route Sales Driver</i>	2000-2000

Directed all internal office operations including warehouse and distribution functions, budget accountability and all routing logistics.

→ Assigned market was comprised of 37 city routes and 8 airport routes.

Selected to serve as an in-house consultant for 610 accounts as well as acting as the new facility coordinator and

CREDENTIALS

Licensed – Arizona Contractor

Licensed – Arizona Department of Public Safety Armed Guard

Certified – OSHA and Hazmat First Responder

Certified – Forklift Driver

Continuing education – Project Management Professional Program, Project Management Institute

Continuing Education – Dale Carnegie Management Courses

Member – “East Valley’s – Be There” Professional Network Group

Recognized – As a national “Model Site” by the United States Postal Service.

Arizona Contractor – 12 Years business owner of Marko Painting Inc.

TROY W. SMITH

Carson City, NV 89701
linkedin.com/in/troysmith10

559.360.5464
troy4usn@gmail.com

OPERATIONS MANAGER

Accomplished, influential leader with 20+ years of comprehensive expertise in program and operational management. Possess a solid history in aerospace maintenance and engineering, with a business management acumen. Outstanding reputation of success in managing a diverse workforce to achieve goals, ensuring timely project completion and client satisfaction.

Areas of Expertise

- Strategic Planning
- Document Control
- Budget Administration
- Risk Management
- Oracle Crystal Reports
- Diverse Workforce Management
- Critical Thinking
- Team Leadership
- Microsoft Office
- Oracle R12 Databases
- Project Oversight
- Control Processes
- Contract Management
- Industry Networking
- Profit/Loss Statements

Key Skills Assessment

OPERATIONS MANAGEMENT PERFORMANCE – Successfully managed and completed multimillion-dollar overseas operations, utilizing sound use of human and financial resources, hands-on technical experience and time management skills.

FINANCIAL MANAGEMENT – Proven history of maintaining budgets, and effectively tracking expenses to maximize use of funding, assets and other resources.

BUSINESS PARTNERING CAPABILITIES – Confirmed track record of applying quality work efforts, knowledge, and drive for client satisfaction, to influence others and drive results.

WORKFORCE MANAGEMENT – Ability to lead with the knowledge that motivated staff produce results with sound delegation, effective training, and opportunities for career advancement.

Education & Training

Bachelor of Science, Business Administration
CAPELLA UNIVERSITY | Minneapolis, MN

Six Sigma, U.S. Navy

Lean Theories of Constraint, Level 2, Wabtec Global Services

Professional Experience

APPLE, INC., CARSON CITY, NV

2014– 2015

AT HOME ADVISOR

- Customer's first point of contact, assessed issues and troubleshoot. Specifically, provided support for iPhone, iPod, iPad, iMac, MacBook, MacBook Pro, Mac Pro, and AirPort
- Multitasked across systems and applications, analyze and resolve technical issues, and navigated a virtual work environment.

WABTEC GLOBAL SERVICES, CARSON CITY, NV

2012– 2014

PLANT GENERAL MANAGER

- Managed plant operations to encompass finance, manufacturing, engineering, materials, quality assurance, human resources, and information systems. Coordinated efforts between suppliers and material control.
- Reduced production costs by 15% by utilizing Kaizens Lean Theories, preventative maintenance, and budget management.
- Maintained \$10,000 budget successfully and never exceeded that budget utilizing ORACLE and SAP applications.
- Executed 2 renewal contract with railroads valuing over \$400,000 in sales.
- Expanded professional workforce by providing consistent administration, training, advancement opportunities and personal appraisals for 37 employees.

U.S. NAVY, VAW-77, BELLE CHASSE, LA

2010 –2013

AIRCRAFT MAINTENANCE MATERIAL CONTROL OFFICER, CONTRACT SPECIALIST

- Provided oversight for the production effort of the aviation maintenance department with proper planning, scheduling, and activity supervision. Additionally, responsible for all HAZMAT staying with compliance for the EPA, REACH and RoHS regulations.
- Authored a Performance Work Statement utilizing Excel parameters and formulas that highlighted previous performance and inefficiencies, receiving high acclaim.
- Maintained an annual government operating and logistics budget of \$3,500,000 for six surveillance aircraft, asset material and equipment.
- Ensured Mission Accomplishment or Sailors Welfare with successful alignment squadron obligations, and utilizing fiscal progression.

U.S. NAVY, USS GEORGE WASHINGTON, YOKOSUKA, JAPAN

2008 –2010

AIRCRAFT REPAIR DIVISION AND AVIONICS OFFICER

- Performed inspections and repairs airframes, Aviation Life Support Systems (ALSS) and power plant branches.
- Tested performance, and repaired F414-GE-400 engines, aircraft structures, along with repair and fabrication of parts.
- Provided oversight for production efforts of micro component repairs, and upkeep of aircraft weapons systems.
- Coordinated advanced training for the only sea going facility, with advance composite repair artisans conducting 15 repairs utilizing Six Sigma techniques, saving \$2,800,000 in repair costs.
- Employed non-destructive equipment to produce film of aircraft surfaces, forwarded to engineers to formulate dispositions for corrective actions.

U.S. NAVY, NSAWC, FALLON, NV

2005 –2008

AIRCRAFT QUALITY ASSURANCE OFFICER, CONTRACT SPECIALIST

- Prevented recurring defects by utilizing inspections and spot checks within the contract terms.
- Supervised 275 personnel with maintenance of 38 combat military aircraft for TOP GUN. Ensured Statement of Work complied with government and contractual specification.
- Accomplished three years of accident free flight hours, and outstanding grade of audits overseeing quality assurance with the scope of SOW, FAR, and DRAR.

JEFFREY W. TENENBAUM, CPA, eMBA

4266 Caughlin Pkwy (775) 762-1857 Reno, Nevada 89519

PROFESSIONAL EXPERIENCE:

SJ3D Holdings Inc, Incline Village NV 01/2017-Present:

As Accounting Manager: I am responsible for 6 entities Financial statement preparation, Bank account and Credit card reconciliations as well as Cash Management Inventory Audits.

Charter Communications, Reno NV 05/14-2/2017:

As Business Planning Analyst: I am responsible for the monthly budget vs actual analysis. I help prepare the annual budget as well as the Qtrly forecasts. (\$74M) I analyze T&E expense, Uniform expense and various operating accounts as needed. (wireless, Pcards & System Maint. – other)

MOLC (Microsoft Operations Licensing Corporation) 12/09-09/13

As accounting manager I provided complex accounting and management reporting for a specified subsidiary, Determined and applied accounting policies and procedures supported by appropriate internal controls to ensure compliance with both internal and external standards for my work. In addition, I was a key member of the Accounting and Finance team responsible for ensuring accuracy and integrity of data in general accounting system (at a complex task level) by analyzing and reconciling general ledger accounts, preparing journal entries and reconciling subsidiary ledgers, I acted as a checkpoint to ensure appropriate controls were in place.

As Accounting Manager I also reviewed semi-monthly payroll for salaried and hourly employees (approximately 30 employees). Payroll responsibilities included: working with payroll provider to ensure accurate semi-monthly payroll; preparation of semi-monthly payroll journal entries; partnering with Corporate Office to manage and audit 401(k) and ESPP.

I was responsible for: vendor file management, expense report management/reconciliations, A/P disbursements, and served as a main point of contact for internal applications.

On an ongoing basis, I worked on various accounting projects involving research, account analysis, and internal controls. I interacted with several onsite vendors in support of MOLC Accounting activities.

Owner of retail business and pursued Graduate degree 12/08-12/09

WESTWIND INVESTORS, Incline Village, NV 05/07 – 11/08

Private Fund Accountant: Responsible for tracking money for a billion dollar privately owned company. My duties were:

- Recording transactions to the general ledgers, matching account balances to third party statements; reconciling cash and other accounts and tracking and accounting for intercompany receivables/payables.
- Preparation of monthly closing journal entries.
- Assist in the preparation of financial statements and supporting schedules.
- Maintain comprehensive and highly organized records supporting the accounting for all investments and other transactions.

- Assist in creating and maintaining a document management system for all legal and planning documents for investments, foundations, trusts, and legal entities.
- Track cash flow obligations for clients; assist in preparation of cash flow projections and other analyses to support treasury management decisions.
- Prepare account and investment analyses.

Controller small Insurance Company 11/06 – 04/07

MUSICGIANTS INC., Incline Village, NV 01/05-10/06

Controller for a high tech music software company: Responsible for financial statements, cash management, payroll, accounts receivable and payable.

ORACLE SOFTWARE CORP.

DELPHI ASSET MANAGEMENT CORP., Reno, NV 4/00– 12/04

Senior Treasury Analyst: Responsible for general ledger, tracking of investments for a \$6 billion plus portfolio and foreign currency exchange transactions with international subs. Inter-Company Billing and daily cash settlement. Promoted from Treasury Analyst.

Various accounting Positions at smaller companies: 06/97-03/00

LOCKHEED MARTIN CORP., MOUNTAINGATE, Reno, NV 1/96 - 5/97

As Cost Analyst, I was consulted for most accounting issues. We used the ASK ManMan accounting/manufacturing software to track inventory, accounts receivable/payable, fixed assets and general ledger. My ability to learn this system as well as other packages quickly allowed me to contribute to the finance department with little time for learning curve.

Responsibilities included:

- Labor distribution of manufacturing personnel.
- Inventory costing, tracking, reporting and support for physical inventory.
- Cost of goods sold: Recording, reporting, analysis.
- Standard costing: Recording, new standard analysis.
- Monthly JV preparation.
- Account reconciliation.
- Continuous assessment of processes & procedures.
- Special projects, as required.

UNITED AIRLINES, San Francisco, CA 6/90 - 1/96

- Senior Staff Analyst: operating budgets 1/95 - 1/96
- Staff Analyst: budgets, production planning 12/91 - 12/94
- Staff Analyst: planning & budgets 7/91 - 12/91
- Analyst: budgets, data control 6/90 - 7/91

Public accountant 1985 – 1990

Arthur Andersen, Ernst, Yale & Seffinger

Staff Accountant for various public accounting firms

SYSTEMS: SAP, Oracle, MSFT Office, Timberline, Quickbooks

EDUCATION:

- Bachelor of Science in Accounting,
University of Denver, Denver, CO 1985

University of Nevada – eMBA Aug 2014:

CERTIFICATIONS:

- CPA, State of Nevada #3540

Daniel P. Thomas

769 Basque Way, No. 600 Carson City, NV 89706 | 650-444-4444-Cell | dan@unibankcapital.com

February 5, 2018

Messer's Zahtilla and Tackes
Carson City Airport Authority
2600 College Parkway, No, 6
Carson City, Nevada 89706

Dear Messer's Zahtilla and Tackes:

In reference to your posting for an Airport Manager, I respectfully submit my resume for your review. As an experienced, Business Development professional with a strong history of driving and negotiating sales, managing client relationships, while substantially increasing revenues, I am your best candidate and stand to significantly contribute to your objectives of managing and coordinating the operations, development, construction and maintenance of the Carson City Airport in accordance with government laws, regulations, and policies.

My formal education is in aviation and business finance, with experience in construction, real estate, business development with direct P & L and Budget oversight responsibility. Additionally, I have over 20 years of operational experience working at United Airlines at San Francisco (SFO) and San Jose (SJC) International airports and well versed in airport security protocols.

My experience in identifying new business opportunities, cultivating and maintaining relationships with executive business partners, and spearheading effective sales and market penetration strategies positions me to greatly impact growth at KCXP. By leveraging expertise and insight to implement forward-thinking and strategic business development solutions, I excel at connecting with key decision-makers and quickly building profitable, lasting partnerships that sustain revenue growth for optimal airport utilizations to attract new locally based aircrafts, airport businesses and tenants.

My dedication to forging key partnerships to drive business development and advantage, along with my proven talents in sales and marketing management, characterize my career accomplishments and will allow me to significantly benefit building a thriving, growing and profitable airport located in Nevada's capital city.

I am also an instrument, commercial multi-engine rated pilot with over 700 hours and have flown extensively from coast to coast, up and down our beautiful country.

I look forward to discussing this position in further detail. Thank you for your consideration.

Sincerely,

Daniel P. Thomas

Daniel P. Thomas

769 Basque Way No. 600, Carson City, NV 89706 | Cell 650-444-4444 | dan@unibankcapital.com

QUALIFICATIONS

- * Excellent interpersonal and communication skills
- * Diplomatic and assertive in working with people
- * Organized, strongly motivated, high achiever
- * Work very well under pressure and results-oriented

EXPERIENCE

1997 to Present

UNITED AIR LINES - Customer Service and Ramp Services Agent

Airport operations for customer service of passengers from check-in, ticketing, gate management, boarding to ramp services of aircraft, receiving, dispatch and movement of aircraft on tarmac. Staying current on all security protocols and submit for progressive regular background checks from FBI, TSA and US Customs. Knowledgeable on all aspects of runway and airport operations.

1990 to Present

IABC, Inc. / eCoverage, Inc. – Broker in Charge

General Manager for Insurance Brokerage and Risk Management Agency. Responsible for target marketing, field underwriting, risk management and loss control. Managed, trained and directed Brokers and Agencies in sales and target and marketing of new business. Responsible for company profit and Loss and Balance to increase profits and decrease expenses.

2004 to 2010

Mi Casa Capital Corporation dba Unibank Capital/All Bay Realtors – RE Broker

Managed a profitable non-depository Mortgage Banking operation with Real Estate Brokerage with 10 Originators and Realtors in all phases of the business from sales, underwriting, processing, training and fulfillment. Represented Buyers and Sellers in the negotiation of acquisition, finance and disposition of residential and commercial real estate. Managed the full cycle of purchase and completed ground up remodel of residential property for resale. Managed all subcontractor as a General Contractors in all aspects of construction from bidding to completion of the project with profitable results.

1988 to 1990

SAFeway STORE – Northern California Division Buyer

Managed the purchase of over \$5 Million per week of Grocery Merchandise for Northern California Stores. Aggressively negotiated discounts and pricing for weekly store marketing specials for a win-win with manufacturing partners while maintaining growth and profit. Managed a team of analyst that assisted in the buying cycle.

EDUCATION

Bachelor of Science San Jose State University
Double Major: Aeronautics, School of Engineering
Business Administration – Finance

CREDENTIALS

Real Estate Broker, FAA Pilot Licenses, Clean and clear background

HOBBIES/PASSIONS

Pilot - Instrument, Commercial, Multi-Rated, Toastmasters International, Dedicated Family Man and Big-Time Wrestler with my kids, Programmer, World Traveler, Gardener and Bee Keeper.

REFERENCES

Available upon request