
Project Manager and Driver of Operational Development

A results oriented program and project manager with a progressive career history over the last 10 years with both proven leadership skills and abundant technical abilities. Maintains an outstanding track record for making meaningful improvements and completing projects that exceed stakeholder expectations. An outgoing team player able to create lasting partnerships that enable improved communication and enhanced project outcomes. Adept at running cross functional teams to accomplish complex projects. A certified Project Management Professional and Lean Six Sigma Green Belt able to effectively define projects and implement proven problem solving techniques.

Core Competencies

- Program Management
- Creative Problem Solving
- Public Speaking
- Training/Development
- Coaching/Mentoring
- Project Management
- Strategic Planning
- Meeting Facilitation
- Grant Writing & Administration
- GIS, IT, Database, VBA, SAS
- Relationship Building
- Report Publishing
- Process Improvement
- Conference Planning
- Budget Planning

Accomplishments by Competency

- **Project Management**
 - Successfully implemented Grant Process Improvement action plan and 2 GIS action plans to create online maps and enhance customer service and government transparency
 - Spearheaded a GIS intern program that since 2014 has accomplished over 1500 hours of work per year, developed beautiful and useful online maps, and will save the organization over \$20,000 annually
 - Manage PRF grants application cycle and all awarded grant projects (up to 40) including oversight, contracts, budget management, invoicing, reports, success measures, improvements to the review process
- **Program and Grants Management**
 - Responsible for the management and budget of the following programs: Artificial Reef Management, GIS, Pollution Recovery Fund Grants, Seagrass Management, Grant Writing
 - Negotiated grant award practices to ensure funds available through depressed economic fiscal years
 - Oversee budgets for contracts, grants, and special projects related to water and biological monitoring
 - Assisted and/or led seven grant application efforts resulting in over \$300,000 in grant fund awards
- **Operational Development (Sterling/Baldrige Management Model, Process Improvement)**
 - Conduct assessments of organizational processes evaluating effectiveness of approaches, appropriate deployment, continuous improvement, innovation, integration, and meaningful results
 - Perform operational analysis across the organization looking for gaps in Leadership, Strategic Planning, Client Relations, Data and Knowledge, Workforce, and Operations to write Sterling Criteria applications
 - Developed a method to collect seagrass prop scar and transect information using Trimble that can be transferred and modified for use in other waterbodies; trained other agencies in this method
 - Strategic planning lead including managing timelines, inputs, environmental scan, SWOT, budget, action plans, documentation, lessons learned, and key and institutional performance measures
- **Workforce Development**
 - Developed agency specific Individual Development Plan (IDP) program along with training workshops
 - Developed tracking and reporting system for training and outreach activities
 - Developed curriculum and taught several courses: Grants, Mobile GIS, Facilitation, goal setting
- **Public Speaking**
 - Responsible for project and grant status presentations for advisory committees and to Commissioners
 - Delivered multiple project and research finding presentations at conferences, workshops, and in webinars
 - Frequent public speaker for workshops, training, and meeting facilitation

- **Partnering**
 - Successfully leveraged partnership with nonprofit to contribute \$35,000 in grant funds to a \$2 mil project resulting in three times the original project area being restored
 - Led the multiple partner public/private Hardbottom Working Group which culminated with Southwest Florida Water Management District receiving a \$150,000 grant to map hardbottom in Tampa Bay
- **Marketing**
 - Developed community relations program for artificial reefs with fishermen to increase engagement and collect data from citizens through ArcGIS Online and SurveyMonkey
 - Designed and maintained websites and other materials such as business cards, forms, presentations, MMV posters, for businesses and nonprofits
- **Technical Ability**
 - Developed and implemented a Customer Relationship Management program for sales team of 300 as part of continuous improvement process, adapted and directed same program for international sales in Ireland
 - Developed multiple databases for tracking, reducing waste, creating efficiencies and improving reports
 - Designed and implemented a successful instant feedback survey method for engaging employees
 - Proficient with MS Access, Excel, Project, Visio, Publisher, OneNote, programming (SAS, VBA, SQL), SurveyMonkey, Pictometry, ESRI ArcGIS, Design programs, Presentation software, CRMs, web hosts

Professional Career Path

Environmental Protection Commission (EPC) | Tampa, Florida (12/2005 to Present)

General Manager II (10/2012 – Present)
Environmental Scientist II (06/2008 - 10/2012)
Environmental Scientist I (2/2006 – 6/2008)
Environmental Tech (9/2005 – 2/2006)

Grafton Graphics | New Port Richey, Florida (3/2001 to 2/2006)

Owner, Graphic Artist

SmartCertify | Clearwater, Florida (9/1998 to 3/2001)

Database Administrator and Manager

Education

University of South Florida | Tampa, Florida (12/2005)

B.S. Biology. Course focus on Conservation and Wetlands

St. Pete College | Clearwater, Florida (5/2000)

A.A. General. Course focus on photography and design

Training and Continuing Education

Certified Project Management Professional (PMP) ∞ Advanced Leadership Development Program (2011)
Nominated for the Florida Natural Resource Leadership Institute (NRLI) (2013) ∞ Senior Sterling Examiner
LEAN/Six Sigma Green Belt (2014) ∞ Social Marketing (2011) ∞ Toastmasters Advanced Communicator Bronze
and Advanced Leader Bronze ∞ Managing to Win Sterling Performance Management Training (2014) ∞ Business
Management and Marketing Courses (2010-2013) ∞ MBA Lite Training (2015) ∞ Essentials of Fundraising (2015)

Professional Memberships

President Tampa Bay Association of Environmental Professionals ∞ Project Management Institute ∞ Agency on
Bay Management Habitat Committee ∞ Toastmasters Vice President of Public Relations ∞ Hillsborough Education
Foundation Mentor ∞ Toastmasters Club Various Officer Positions held (since 2012) ∞ Florida Sterling Exam
Committee (Senior Examiner) ∞ Florida Lake Management Society Member