

Warren Achey
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Qualifications:

- Ability to manage multiple projects and people in a pressured environment
- Strong ability to incorporate new technologies and understand industry demand
- Experience planning and executing public safety efforts for various scenarios, including festival safety, building implosions, pandemic response, flood mitigation, and public demonstration response
- Acquired strong qualifications in team building, team leadership, and crisis management
- Emphasis on customer service as a top priority

Education:

- Anticipated Graduation: Master of Business Administration (M.B.A.), Eastern University, St. Davids, Pennsylvania, August 2023
- Bachelor of Science in Business Administration, Minor in Marketing, Franklin University, Columbus, Ohio, GPA 4.0
- Associate in Applied Science in Business Management, Northampton Community College, Bethlehem, PA

Work History:

Fire Chief/Deputy Emergency Manager (1992-Present)
Bethlehem Fire Department – City Of Bethlehem, PA

1. Appointed by the Mayor of Bethlehem to serve as a cabinet-level position of Fire Chief, responsible for the overall operations of the Fire and EMS Bureaus within the Bethlehem Fire Department.
2. Oversee a team of 150 career employees in two labor organizations, the I.A.F.F. and S.E.I.U., ensuring a safe community for a population of 76,000 residents and its visitors.
3. Manage day-to-day operations of the fire department, including recruitment of new employees through the civil service process, following veteran rules, and ensuring fair hiring practices.
4. Handle payroll administration and provide training opportunities to the workforce, ensuring they stay updated on the latest firefighting techniques and safety protocols.
5. Work through labor-management issues and serve as a key member for labor negotiations, promoting a positive working relationship between management and employees.
6. Responsible for employee promotion, demotion, and disciplinary actions, up to termination, ensuring a fair and consistent approach.
7. Develop and oversee an annual operating budget, carefully allocating resources and making recommendations for the municipality's 5-year capital plan.

8. Collaborate with other departments and agencies in emergency planning and response efforts, including coordinating public safety initiatives for festivals, building implosions, pandemic response, flood mitigation, and public demonstrations.
9. Act as a key liaison between the Fire Department and the community, fostering strong relationships with residents, businesses, and other stakeholders to ensure effective communication and public safety education.

My role as a municipal department head requires strong leadership, strategic planning, and crisis management skills to maintain the highest level of public safety and ensure the efficient operation of the fire department through proven expertise in developing and implementing emergency plans, training programs, and response protocols. Adept at collaborating with stakeholders, including other government agencies, community organizations, and first responders, to ensure effective preparedness and response to various emergencies. Strong leadership abilities with a demonstrated track record of successfully managing crisis situations and facilitating efficient recovery efforts.

Additional work experience within the Bethlehem Fire Department:

Platoon Commander - Assistant Fire Chief: Organized and directed a platoon of firefighters and fire officers, assuming the duties of the Fire Chief in their absence.

District Officer - Fire Captain: Senior supervisor for a fire district, assuming command and control at emergency incidents and directing firefighters and fire lieutenants.

Training Officer - Fire Captain: Developed a training program, enhanced capabilities of the department, coordinated public relations programs, and supervised new employees attending the fire academy.

Company Officer - Fire Lieutenant: Provided supervision and direction to a platoon of firefighters, conducted investigations, and ensured preparedness and equipment maintenance.

Other Work Experience:

Marketing\ Sales Representative - Newhard Pharmacy, Northampton, PA (2014-2016)

As a Marketing Representative at Newhard Pharmacy, I played a pivotal role in developing and implementing effective marketing strategies to promote compounded medications and increase sales within the Lehigh Valley. In this position, I undertook a range of responsibilities aimed at expanding the customer base and enhancing brand visibility. Some of the key aspects of my role included:

1. Marketing Strategy Development: Formulated and executed comprehensive marketing strategies to raise awareness of compounded medications among healthcare professionals and persuade them to prescribe these specialized medications to their patients. Conducted market research to identify target audiences, analyzed competitors' products, and monitored trends in the insurance industry to optimize reimbursement opportunities.
2. Relationship Building: Established and maintained strong relationships with healthcare professionals, including doctors, physicians, and clinics, by actively networking and engaging in effective communication. Conducted regular site visits to their offices, fostering connections and

promoting the benefits of compounded medications. Built a comprehensive database of prescribing doctors to streamline communication and strengthen collaboration.

3. **Sales and Business Development:** Actively pursued sales opportunities by effectively communicating the unique value propositions of compounded medications to healthcare professionals. Utilized persuasive selling techniques to highlight the benefits of these customized medications and secure partnerships with healthcare providers. Tracked sales performance, analyzed market trends, and adapted strategies to optimize business growth.
4. **Competitor Analysis:** Stayed informed about competing products in the market, monitoring their features, pricing, and promotional activities. Conducted regular analysis to identify competitive advantages and develop counter-strategies to maintain a competitive edge.
5. **Cold Calling and Prospecting:** Conducted cold calls to potential clients, introducing them to Newhard Pharmacy's compounded medications, and effectively articulating the advantages and benefits. Leveraged persuasive communication skills to generate interest, establish rapport, and schedule appointments for further discussions.
6. **Market Research and Insights:** Stayed up-to-date with industry trends, emerging technologies, and advancements in the field of compounded medications. Utilized market research to identify opportunities for product development, pricing strategies, and innovative marketing approaches.

By effectively executing these responsibilities, I contributed to the growth and success of Newhard Pharmacy, strengthening its position in the market and increasing sales of compounded medications within the Lehigh Valley.

American Heart Association Instructor - Northampton Community College, Bethlehem, PA (2003-2007)

As an American Heart Association Instructor at Northampton Community College, I played a vital role in delivering comprehensive CPR (Cardiopulmonary Resuscitation) and First Aid courses to students from diverse backgrounds and experiences. In this position, I was responsible for providing high-quality instruction and facilitating learning experiences that equipped individuals with life-saving skills. Some of the key aspects of my role included:

1. **Curriculum Delivery:** Conducted engaging and informative American Heart Association courses, encompassing lectures, demonstrations, written assessments, and skills assessments. Ensured adherence to the American Heart Association's guidelines and standards, delivering training that met the highest quality and safety requirements.
2. **Instructional Excellence:** Utilized effective teaching techniques to ensure maximum comprehension and retention of CPR and First Aid concepts. Employed a combination of visual aids, practical demonstrations, and interactive exercises to engage students and enhance their learning experience. Adapted instructional strategies to accommodate diverse learning styles and abilities.
3. **Training Coordination:** Coordinated and scheduled CPR and First Aid courses, ensuring efficient logistics, appropriate class sizes, and adequate resources. Collaborated with the college administration and other instructors to ensure smooth operation and alignment with program objectives.
4. **Presentations and Demonstrations:** Organized and conducted presentations and demonstrations as part of the teaching curriculum. Utilized audiovisual materials, props, and interactive activities to enhance understanding and provide practical demonstrations of life-saving techniques.

5. Student Assessment and Evaluation: Assessed student performance through written assessments and skills evaluations, providing constructive feedback to facilitate their growth and mastery of CPR and First Aid skills. Implemented assessment tools that effectively measured competency and identified areas for improvement.
6. Professional Development: Kept abreast of the latest updates and guidelines issued by the American Heart Association regarding CPR and First Aid techniques. Participated in professional development opportunities to enhance instructional skills, stay updated on industry best practices, and maintain instructor certifications.

As an American Heart Association Instructor, I had the privilege of empowering individuals with life-saving skills, contributing to the overall health and safety of the community. Through effective instruction, practical demonstrations, and ongoing assessment, I played a crucial role in preparing students to respond confidently and effectively in emergency situations.

Academic Business Tutor - Northampton Community College, Bethlehem, PA (2006-2012)

As an Academic Business Tutor at Northampton Community College, I had the privilege of providing personalized and comprehensive support to college students seeking additional assistance in their business courses. In this role, I worked closely with students to identify and overcome obstacles that hindered their academic success, empowering them to reach their maximum potential. Key aspects of my position included:

1. Individualized Instruction: Provided one-on-one to college students who requested additional help in business courses. Employed a personalized approach to uncover roadblocks and challenges faced by students, tailoring instructional methods and strategies to address their unique learning needs.
2. Academic Guidance: Offered guidance and support to students in managing their time effectively, setting academic goals, and optimizing their study techniques. Helped students develop strategies for improved organization, time management, and study skills, enabling them to achieve their desired grades.
3. Subject Matter Expertise: Demonstrated a strong command of business concepts and coursework, serving as a knowledgeable resource for students seeking clarification and deeper understanding of key topics. Assisted students in comprehending complex business theories, principles, and applications through clear explanations and practical examples.
4. Goal Setting and Progress Monitoring: Collaborated with students to establish realistic academic goals and milestones. Tracked and monitored their progress, providing ongoing feedback and encouragement to ensure continuous improvement and success.
5. Study Material Development: Developed supplemental learning materials, such as study guides, practice quizzes, and review sessions, to reinforce course content and enhance students' understanding. Created engaging and informative resources that aligned with the curriculum and catered to various learning styles.
6. Motivational Support: Offered encouragement and motivation to students, fostering a positive and supportive learning environment. Inspired students to embrace challenges, persist through difficulties, and develop a growth mindset to achieve their academic aspirations.

7. Academic Resource Referral: Directed students to additional academic resources, such as libraries and online databases to further support their learning needs. Collaborated with other faculty and staff members to ensure students had access to a comprehensive range of resources.

As an Academic Business Tutor, I played a pivotal role in helping students overcome academic obstacles, gain confidence in their abilities, and achieve their academic goals in the field of business. By providing personalized instruction, academic guidance, and motivational support, I contributed to the overall success and academic advancement of students at Northampton Community College

Assistant Security Director, Kravco Company, Whitehall, PA (1991-1992)

As an Assistant Security Director at Kravco Company in Whitehall, PA, I played a crucial role in maintaining the security of the organization and ensuring the safety of its patrons. Here are the key responsibilities and accomplishments during my tenure:

1. Collaborated with the Security Director: Worked closely with the Security Director to develop and implement comprehensive security strategies, policies, and procedures for the shopping center. This involved analyzing potential risks and vulnerabilities and devising effective countermeasures to mitigate threats.
2. Oversaw Daily Security Operations: Managed the day-to-day security operations of the shopping center. This included tasks such as scheduling security personnel, conducting training programs, and evaluating their performance to ensure a well-trained and competent team.
3. Conducted Regular Risk Assessments: Performed regular risk assessments to identify vulnerabilities and potential security threats within the shopping center. By conducting thorough assessments, I was able to implement appropriate countermeasures to enhance the overall security and minimize risks.
4. Coordinated Emergency Response Activities: Played a vital role in coordinating emergency response activities. This involved developing and implementing emergency response plans, ensuring swift and efficient response to incidents such as medical emergencies, disturbances, and criminal activities.
5. Managed Security Technologies: Oversaw the implementation and maintenance of advanced security technologies, including access control systems and alarms. By staying up-to-date with the latest technologies, I ensured that the shopping center had robust security measures in place.
6. Collaboration with Law Enforcement Agencies: Built strong partnerships and maintained effective communication channels with local law enforcement agencies. This collaboration facilitated prompt incident response and prevention, enabling a coordinated effort between private security and law enforcement authorities.
7. Developed and Delivered Training Programs: Created comprehensive training programs to enhance the knowledge and skills of security personnel. These programs focused on ensuring compliance with established protocols and equipping the team with the necessary tools to handle various security situations effectively.
8. Conducted Security Investigations: Conducted investigations into security incidents, gathering evidence, preparing detailed reports, and implementing corrective actions to prevent future occurrences. By conducting thorough investigations, I aimed to identify weaknesses in security procedures and improve overall security measures.

In this role, I demonstrated strong leadership, effective communication, and a proactive approach to maintaining a secure environment for the organization and its patrons.

Military Service:

United States Marine Corps (1986-1990):

As a Marine Security Guard, I served a critical role in ensuring the safety and security of a nuclear weapons installation. My duties encompassed various responsibilities aimed at maintaining the integrity of the facility and protecting personnel and sensitive materials. Some of the key aspects of my role included:

1. Nuclear Weapons Security: Participated in patrolling and standing watch posts at the installation, diligently monitoring access points, and conducting thorough security checks to prevent unauthorized entry or potential threats to the nuclear weapons facility. Ensured the highest level of security protocols were upheld to safeguard these critical assets.
2. Passage Control: Facilitated the controlled passage of military and civilian employees entering the installation, ensuring strict adherence to security procedures and verifying appropriate clearance levels. Collaborated closely with other security personnel to enforce access control measures effectively.
3. Reactionary Force Member: Acted as a member of a reactionary force, prepared to respond swiftly and decisively during security investigations or in the event of security violations. Demonstrated quick thinking, teamwork, and the ability to execute tactical procedures as necessary.
4. Guard Leadership: Promoted to the position of Corporal of the Guard, assuming supervisory responsibilities that included inspecting troops for fitness and preparedness, posting Marine security guards at strategic locations, and leading investigations into any base violations. Upheld discipline and ensured all security personnel operated in accordance with established protocols.
5. Sensitive Weapons Transfer: Collaborated with Department of Energy (DOE) employees in the secure transfer of sensitive weapons, adhering to strict protocols and maintaining the highest level of confidentiality and professionalism during these operations.

Throughout my tenure as a Marine Security Guard, with a top secret clearance I consistently demonstrated dedication, integrity, and a strong commitment to mission success. These experiences honed my ability to remain vigilant, adapt to dynamic situations, and operate effectively within a high-security environment.

Professional Memberships:

- International Association of Arson Investigators
- International Association of Fire Chiefs
- Pennsylvania Association of Career Fire Chiefs
- Pennsylvania Association of Arson Investigators
- Northampton County Fire Chiefs

Awards and Activities:

- Northampton Community College 50th Anniversary Alumni Honoree
- Bethlehem Fire Department Commendation Award (4-time recipient)
- Latin Honors: Summa Cum Laude
- President's List: 2 semesters