

# MARK S. GIBLIN, JR.

| beachlife1980@gmail.com

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Dear Ms. Mathis,

Success in the Public Service sector, specifically City Management, requires extraordinary leadership, perseverance, strategic mindset, a profit-driven focus, and exceptionally-honed interpersonal and analytical skills. With the unique ability to develop and impart “big picture” strategies that translate into detailed execution plans, I have been extremely successful in capitalizing on these skills and abilities.

Flagler Beach’s recent job posting caught my attention because my experience, training, and passion for excellence appear to parallel your requirements and expectations. With this in mind, I have attached a resume that outlines and highlights my professional history.

I am a forward-thinking, dependable, top-performing individual and do not hesitate for a minute to roll up my sleeves in order to get the job done – whatever it takes!

Some of the key capabilities that I can bring to this new opportunity include:

- Over 14 years of experience within the Florida Park Service in the capacities of Park Manager, Assistant Park Manager, Park Services Specialist, and Park Ranger.
- Passionate about developing and promoting unified culture and work environments.
- Comfortable and able to effectively interact with people from all organizational levels, cultures, and backgrounds.
- Maintain a high level of personal and professional integrity; punctual, articulate, and highly professional in conduct and demeanor.
- Strong work ethic with the drive and desire to produce exceptional results.

I am very enthusiastic about the potential this position has to offer and welcome the opportunity to meet with you to discuss my qualifications. I am confident that I possess the skills, training, and experience necessary to be an asset to your team.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Mark S. Giblin, Jr.

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## **BUSINESS MANAGEMENT & PUBLIC SERVICE PROFESSIONAL** **Governmental Leadership | Community Redevelopment | Strategic Planning**

Results-driven, high-impact leader with a stellar record of building and directing high-performing teams, improving and streamlining processes, identifying and optimizing revenue sources, and upholding impeccable quality standards. Skilled with driving complex initiatives from inception to completion with accountability for management of large-scale projects, cross-functional teams, and demanding timelines. Logical troubleshooter with the ability to multi-task, prioritize projects, and excel in demanding, fast-paced environments. Strong communication, presentation, time-management, and negotiation skills; able to influence and motivate others to peak performance.

Reputation for integrity, reliability, and professionalism with the attention to detail, creativity, initiative, and drive to produce results above and beyond expectations. Core strengths include:

- Operations Management
  - Strong Financial Acumen
  - LEAN Process Improvement
  - Computer/Technical Skills
  - Training & Development
  - Volunteer Coordination
  - Budgeting & Cost Control
  - Regulatory Compliance
  - Creative Problem Solving
  - Community Relations
  - Crisis/Conflict Resolution
  - Quality Control/Assurance
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### **FLORIDA PARK SERVICE CAREER SUMMARY**

*Successfully managed 8 of Florida's 175 top-ranked state parks; increased attendance and revenues by 5% YOY, averaged 1 million visitors annually, and generated revenues of \$2 million.*

**Park Manager IV**; Saint Augustine, FL 06/2016 to Present

- Spearhead and lead all day-to-day operations for Anastasia & Fort Mose Historic State Park with oversight for managing 139-site campground facility with a team of 19 employees and 15+ volunteers, establishing and implementing park procedures and guidelines, conducting inspections, contractual administration, procurements, and overall P&L management.
- Develop scopes of work, coordinate, and manage beach re-nourishment projects, salt marsh restoration projects, conservation programs for endangered and imperiled species, erosion control, and other large-scale construction projects.
- Serve as Regional Safety and ADA officer responsible for ensuring compliance, identifying safety concerns, and implementing effective preventative measures and solutions.
- Recruit, interview, hire, train, and manage park rangers, staff employees, and volunteers to ensure achievement of goals as well as compliance with strict fiscal, employee, and state government compliance requirements.
- Cultivate, nurture, and maintain strong business relationships and partnerships with federal, state, and county agencies and government officials.
- Recommend and adhere to budget restrictions, approve expenditures, and adjust revenue allocations based on regional park needs, position allocation, and equipment requirements.
- Establish quality assurance and monitoring systems, create long-term work plans, develop regional goals, and participate in developing department-wide objectives.
- Propose and implement new park projects and improvements, research resources, identify grant opportunities, analyze procedures, and oversee tactical execution to ensure successful results.
- Create Emergency Action Plans and provide recommendations for operational policies, priorities, and standards in accordance with park operations and long and short-term objectives.
- Consistently recognized for excellence in job performance, improved staff morale, reduced employee turnover, and 2018 Saint Johns County Tourism Employee of the Year.



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**FLORIDA PARK SERVICE CAREER SUMMARY (Continued)**

**Park Manager II;** Palatka, FL 12/2012 to 06/2016

- Led operations and maintenance initiatives for Ravine Gardens State Park, Dunns Creek State Park, and The Palatka-to-St. Augustine State Trail, ensuring compliance and adherence to operational policies, priorities, and standards.
- Job description and assigned responsibilities were similar to those documented in Park Manager IV position.
- Recipient of 2016 Florida Park Service Employee of the Year award, 2015 Department of Environmental Protection STAR award, and two-time District 3 Employee of the Month winner.

**Assistant Park Manager;** Flagler Beach, FL 02/2007 to 12/2012

- Managed Gamble Rogers and North Peninsula State Park operations with responsibility for **overseeing park's** 40-site campground, developing work schedules and assignments, performing employee evaluations, managing Sea Turtle programs, administering natural resources, on-call and after-hours response, and monitoring policies and procedures.

**Park Services Specialist;** Palm Coast, FL (09/2008 to 02/2010)

- Performed a wide range of operational functions for Washington Oaks Garden State Park that included educational programming and presentations, media outreach and advertising, volunteer recruitment and management (500 volunteers / 10,000 volunteer hours annually), special event planning and coordination, and spreadsheet/report management.

**Park Ranger;** Ormond Beach, FL (02/2007 to 07/2008)

- Operated Tomoka State Park Ranger Station, accountable for opening and closing procedures, registering campers, office administration, handling money and payments, park and campground maintenance, and cleaning facilities.

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**EDUCATION & TRAINING**

**University of Florida;** Gainesville, FL *Leadership Training* 2018

**Daytona State College;** Daytona Beach, FL *B.S., Business & Supervision* 2012

**Daytona State College;** Daytona Beach, FL *A.A., General Studies* 2010

**Western International University;** Tempe, AZ *A.A., Business* 2008

**Professional Training & Certifications:** Certified Parks & Recreation Professional/NRPA, LEAN Process Improvement Facilitator, Logistics & Purchasing, Data Research & Analysis, Project Management, Contract Negotiations, Public Speaking, Wildland Firefighting Certification, CPR Certified, First Aid Certified, American Red Cross Incident Command 1-100/FEMA