

# LEE EURESTE

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(904) 505-8934 | Green Cove Springs, Florida

29 January, 2025

Doug Thomas  
Executive Vice President  
Strategic Government Resources  
P.O. Box 1642  
Keller, TX 76244

Dear Mr. Thomas and Members of the Palm Coast City Council,

I am writing to offer my credentials for consideration for the open City Manager opportunity within the City of Palm Coast. My professional background offers a proven record of excellence in the management of operations for large and complex organizations, specializing in services ranging from facilities, infrastructure, community relations to force protection and mission assurance. The contributions I have made to the success of the United States Marine Corps, AMMROC, and the United States Navy serve as solid evidence of the impact that I would bring to Palm Coast in this position.

Recognized for communication and collaboration, and extensive expertise in policy development, financial oversight, and personnel management, I have excelled in a key role as Camp Director at H&S Battalion Marine Corp Camp Butler, Okinawa. I have benefited my employers with a strong sense of discipline, a professional dedication to excellence, and a willingness to go 'above and beyond' to ensure success. I am attaching a resume to provide you with further details of my experience for your evaluation.

The combination of leadership abilities and practical experience will be of immediate benefit to the City of Palm Coast. I am available for either a telephone conversation or an in-person interview at your earliest convenience, and welcome the opportunity to learn more about Palm Coast and this position. I look forward to your response and our first meeting.

Sincerely,

*Lee Eureste*

Lee Eureste

## **Lee Eureste**

2585 Royal Pointe Drive

Green Cove Springs, Florida 32043

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Email: leureste1964@yahoo.com

### **Accomplished Operations, Maintenance, and Logistics Leader**

28-year Naval Officer, Chief Warrant Officer (CWO3), accomplished leader with extensive experience in managing all operations for large and complex organizations, specializing in services ranging from facilities and community relations to force protection and mission assurance.

Excels in strategic policy development, financial oversight, and personnel management, with a proven track record in enhancing organizational effectiveness and intercultural relations

Demonstrated expertise in disaster planning and emergency response, ensuring the safety and preparedness of personnel across multiple camps.

Championed affirmative action and equal opportunity employment initiatives, fostering an inclusive work environment. Committed to continuous professional development, holding a master's degree and maintaining strong academic performance while pursuing higher education.

### **Areas of Expertise**

• Leadership and Team Building • Interdepartmental Coordination and Communication • Disaster Planning and Emergency Response • Strategic Policy Development • Emergency Services • Organizational Effectiveness Enhancement • Personnel Management and Human Resources • Urban Development • Information Technology Asset Management • Affirmative Action and Equal Opportunity Employment • Financial Management and Oversight • Contract and Budget Administration

### **Career Experience**

#### **Camp Director, Marine Corp Camp Butler, Okinawa, Japan**

**April 2016 to June 2021**

As Camp Director, I was tasked, as the senior civilian in the chain of command to the Camp Commander, Camps Foster, Lester, and Plaza, I was instrumental with the revitalization and total upgrades of infrastructure projects on these facilities, I assisted and tracked the execution of \$350 million Naval Facilities Engineering Systems Command (NAVFAC) camp projects and \$1.8 Billion Okinawa Consolidation (OkiCon) Island wide Futenma Replacement Facility (FRF) landfill.

I directed and coordinated a comprehensive range of services for a large, complex organization including camp services, facilities, administration, community relations, and force protection/mission assurance. I was charged with making decisions for the good of more than 40,000 customers, 800 subordinates that was comprised of military service members, Department of Defense civilian employees, their dependents, and Japanese nationals who worked on these installations.

These responsibilities required considerable coordination and integration of several major work assignments, infrastructure projects, and program segments of professional, technical, managerial, and administrative work. The scope of this work includes facility management, disaster preparedness and recovery, logistics, community relations, safety, environmental compliance, morale and welfare, quality of life improvements, mission assurance, training site resource management, contracting oversight, base access, community planning, and family and bachelor housing assignments.

- Developed and implemented long and short-term policies, plans, and objectives, adjusting in response to commanders' guidance and operational priorities with full by-direction.

- Managed/Oversees financial management, contracting services, military personnel, morale and welfare, community relations affairs, NAVFAC engineering, U.S Army Corps of Engineers, 28k housing units, US Naval Hospital Rep, and emergency all services.
- Driving force for all meetings leading to the design, contract and Statement of Work (SOW) of the New Camp Lester water plant.
- Responsible for disaster planning, preparation and mitigation for typhoons, tsunami destruction, or evacuations due to crisis events in the Pacific under the Okinawa Area Emergency Evacuation plan, Typhoon Preparedness Plan, Tsunami Evacuation Plan, and other applicable guidelines.
- Responsible for the leadership in control of Antiterrorism/Force protection (AT/FP) and Installation Protection efforts, and exercises authority over all tenant units. Secure the camp in advance of a known threat.
- Served as the Director of the Camp Emergency Operation Center (CEOC) in times of disaster, destructive weather or threat. Coordinated all disaster relief efforts, execution of alerts, mobilization support, base access, Mission Assurance plans, Meals Ready to Eat (MRE) disbursement and establishment of Camp Foster as a primary evacuation control center in support of OPLANS/war plans.

**Master's Degree in Management and Leadership Webster University**

**April 14 to April 2016**

**Bachelor of Science, Minor in Business Columbia College**

**Administration Officer / Human Resources Officer / Base Director**

**April 2012 to April 2014**

**Advanced Military Maintenance Repair Overhaul Center (AMMROC), Dubai, UAE**

Managed comprehensive Administration and Human Resource functions for a diverse workforce from 22 countries, ensuring the development and implementation of effective corporate practices. Directed a high-performance, employee-oriented culture that emphasized empowerment, quality, productivity, and standards; goal attainment; and superior workforce development. Developed and executed processes and metrics that supported organizational business goals. Coordinated the implementation of people-related services, policies, and programs, providing expert guidance in all areas of Human Resources.

- Orchestrated the recruitment and staffing of a superior workforce, enhancing company's multicultural environment.
- Formulated and implemented policies and processes across multiple program areas, ensuring compliance with human resources laws and directives.
- Supervised a team of human resources professionals, driving strategic initiatives and organizational development.
- Researched and applied advanced Human Resources Management techniques, advising senior managers on mission-critical human resources issues.
- Managed timekeeping for 68 employees using HRIS, ensuring accurate and timely record-keeping.

**Maintenance Material Control Officer/MCO at VFA-102  
NAF Atsugi Japan**

**April 2006 to April 2009**

Managed production efforts for 278 personnel, ensuring efficient maintenance of 13 F/A-18F aircraft. Managed a \$45 million Operating Target (OPTAR) budget, coordinating the procurement and logistics of parts, tools, and information systems. Streamlined reporting processes, integrating multiple formats into a single efficient system for real-time tracking, cutting generation time by 60%. Recruited and trained personnel, leading to a 100% readiness rating and recognition as the top training program among peer

units. Provided technical and logistical support as a Performance Based Logistics Field Service Representative, enhancing maintenance capabilities and contributing to cost reductions resulting in the squadron winning the “Battle Efficient” award as the best in the fleet.

- Resolved over 70 Aircraft Maintenance Material Readiness List deficiencies, increasing asset readiness by 35% and aiding in the squadron's achievement of a 99% mission readiness status.
- Initiated onsite repair capabilities, reducing Depot Level and Contract repair requirements by 51 units and saving over \$3 million.
- Recognized for leading a training initiative, scheduling 166 courses for 144 personnel, which was acclaimed as the best program among five competing units.

**Administrative Officer/Assistant Maintenance Department Head  
CWO3 at CNATTU NAS Jacksonville, Florida**

**April 2009 to April 2012**

Directed maintenance operations for a department of 246 personnel, ensuring the readiness of 12 F/A-18F aircraft. Devised and implemented comprehensive plans to address logistic support, equipment availability, and manpower challenges.

Analyzed mission capabilities, initiated requests, and made strategic recommendations regarding personnel, facilities, and equipment to meet operational objectives. Managed manpower allocation efficiently, utilizing Enlisted Distribution Verification Report (EDVR) and Activity Manning Document (AMD) for optimal resource distribution.

- Expertly tracked and certified Time and Attendance for 68 personnel, ensuring accuracy and compliance.
- Developed and executed logistical support strategies that significantly enhanced operational readiness
- Formulated and recommended resource allocation plans that effectively mitigated potential shortfall.

**Supply/Logistic Officer, CWO3 at CNATTU**

Developed and executed logistics plans to enhance CNATT Pensacola operations, focusing on production, maintenance, and inventory optimization. Directed Integrated Logistics Support (ILS) initiatives, significantly improving reliability and distribution systems. Reviewed and instituted procedures to enhance performance and minimize Total Ownership Cost. Provided expert supply and logistics guidance, evaluating and ensuring accuracy in Engineering Change Proposals (ECPs), deviations, waivers, and Technical Directives (TDs) for ILS impact. Played a pivotal role in Technical Working Group, Integrated Product Team (IPT), and Integrated Logistics Support Management Team (ILSMT) meetings, contributing vital technical insights. Conducted extensive research and analysis, generating comprehensive reports on Supply and ILS matters, including Support Equipment Recommendation Data (SERDS) and Configuration Management (CM) Plans. Assessed supportability and fielding requirements, ensuring robust reliability, maintainability, and logistics support for both afloat and ashore operations.

- Streamlined ILS directorate processes, leading to enhanced operational efficiency.
- Authored and implemented new compliance procedures for logistics documentation, ensuring stringent adherence to standards.
- Delivered critical research findings to support strategic decision-making in supply chain management.
- Conducted thorough analyses of logistics support requirements, improving fielding strategies for mission-critical equipment.
- Tracked and certified Time and Attendance for 68 personnel, demonstrating meticulous attention to detail and leadership capabilities.

## **Early Career**

Military Enlisted Service 1984-2006

Aviation Electricians Mate Chief Petty Officer

Naval Aircrewman

## **Education & Professional Certifications**

Master's Degree in Management and Leadership Webster University

Bachelor of Science, Minor in Business Columbia College

## **Certifications**

Life Cycle Logistics and Program Management Level 1, among others Defense Acquisition University courses