

SUMMARY OF QUALIFICATIONS

Strategic Leadership | Organizational Management | Performance Management

A dedicated, creative, innovation-oriented public sector leader with over thirteen years of progressively responsible experience in local government complemented by executive experience in the private sector. Demonstrated proficiency in managing complex organizations with limited resources. Highly skilled in coordinating programs and interfacing with all levels of internal and external stakeholders. Strong ability to manage and motivate diverse groups. Expert in creating high-performing teams.

PROFESSIONAL EXPERIENCE

Division Manager – City of Houston, TX

2021 - Present

City Population: 2.3 million | City Annual Budget: \$ 5.1 billion | City Workforce: 22,000 FTE

Primary Responsibilities

- Works with Department Directors to manage the day-to-day operations and develop/implement strategic plans, annual budget, and process improvements.
- Overall responsibility for workforce comprised of 20 staff members.
- Strategic Planning for Infrastructure and Development Services comprised of 60 staff members.
- Identify and leverage partnerships with local, regional, and state agencies, as well as intergovernmental organizations, private sector, and non-profit groups.

Accomplishment Highlights

- Representative for the Process Foundation Team for Public Works
- Implementation of Online Resources for Water and Sewer Services
- Leads Process Improvements between service lines for Public Works
- Section Leader for HOU – Permits Project
- Project Manager for the conversion of business processes into software systems

Administrative Manager – City of Houston, TX

2018-2021

City Population: 2.3 million | City Annual Budget: \$5.1 billion | City Workforce: 22,000 FTE

Primary Responsibilities

- Responsible for all facets of Taps & Meters operations within Houston Water.
- Leads the team responsible for construction plan review and all utility permits. Total plan review totals and permits processed in a years' time exceeded 20,000
- Oversight of the IDS budget for Houston Water Planning

Accomplishment Highlights

- Decreased Cycle time of Construction Plan Review for Utilities by 35 %
- Led Successful Process Improvements that created measurable efficiencies

- Created Standard Operating Procedures and Training Modules for Staff
- Built a High Performing team and fostered a positive work environment

Director Of Operations - COO– PLM Industries Inc, Caseyville IL 2008-2017

St. Louis Metro Area: **2.8 million | Annual Budget: \$ 2.0 million | Workforce: 50 FTE**

Primary Responsibilities

- Responsible for corporation annual budget of \$ 2 million and 40 full-time/ 10 part-time employees
- Acting Chief Operating Officer at PLM Industries overseeing seven departments: Accounting, Construction Projects, Human Resources, Estimating/Sales, Maintenance, and Fleet Management
- Profit & Loss Responsibility

Accomplishment Highlights

- Created a new section that delivered infrared asphalt technology projects
- Increased sales by 15%
- Managed high-profile projects, worked with Commercial Developers to hand off deliverables on time and within budget
- Winning Contractor for Snow Removal at Scott Air Force Base

ADDITIONAL RELEVANT EXPERIENCE

- Accepted as a candidate for PMP Certification – Testing in 2022

EDUCATION/CERTIFICATIONS

UNIVERSITY OF HOUSTON CLEAR LAKE, College of Business
Bachelor of Business Administration in Management, BBA

REFERENCES

- Rudy Moreno, Deputy Assistant Director, City of Houston, Texas
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- Sharon Citino, Planning Director, City of Houston, Texas
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Additional References Available Upon Request