

Quinn Robertson, MBA

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To whom it concern,

With years of managerial experience in local and federal government, I'm ready to bring value-added contributions to Flagler, Fl. I have a proven track record of revitalizing local governments by proactively examining their financials while simultaneously ensuring that the organization is capitalizing through efficiencies. With a dynamic approach to leadership, I plan to positively affect operations thus, ensuring taxpayer dollars are responsibly allocated to Council's directive.

As Town Manager of Colonial Beach, VA, I inherited a town that was 18 months away from bankruptcy and turned it into a prosperous, vibrant community currently enjoying an economic renaissance not witnessed in decades. I was able to reduce expenditures by \$600,000 (8% of total Budget) while increasing revenue by 10% leading to a balanced budget with contingency line items sustainable for the foreseeable future. During this time, I reorganized staff for efficiency and introduced new technology while operating on flatline budget. Because of this dynamic approach, the citizenry enjoyed an increase in services while experiencing minimal disruption to historical services offered.

Sincerely,

Quinn Robertson, MBA

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Qualifications

- Municipal and Federal Government
- Superior public speaking ability
- 15 years senior management experience
- Process Improvement Expert
- Risk Management / Quality Control
- Technology Assessment and Management
- Expert with Microsoft Word, PowerPoint, Excel
- Expert in Municipal Budget analysis
- Expert in Leadership
- Business Systems Expert
- Municipal Growth Management
- Project Management
- Policy and Procedure Development
- Grant Administration
- Economic Adviser
- Coastal regulatory experience

Work Experience

Town Manager, Colonial Beach, VA, February 2018-Present, Colonial Beach, VA

- Responsible for all operational facets of Town Operations (Police, Public Works, Zoning, Finance, Administration)
- Identified, developed and executed largest real estate development initiative in town history, expected to inject over 25 million dollars into local economy.
- Identified significant budget deficits and systematically overhauled town operations for balanced budget requirements.
- Produced multimillion-dollar revenue strategies to support town operations that ultimately positioned the town for future city status anticipated for the upcoming 2020 census.
- Developed and implemented a functional plan to revitalize a 75-year-old decaying infrastructure.
- Increased tourism initiatives through marketing campaigns that produced a 30% increase during the rainiest tourist season in 49 years.
- Developed, introduced and implemented numerous operating SOP's otherwise absent from town operations.
- Increased the waning general fund through increased revenue and property sell resulting in over a 1-million-dollar (15-20% swing) to the general fund.
- Administered and led the development of a recreational facility scoped at 1 million dollars which was funded primarily through private donorship.
- Restructured staff alignments to optimize town efficiencies resulting in an increase in operational activity and employee satisfaction.
- Managed multiple grants totaling in over a 1 million dollars while successfully implementing a comprehensive parking plan designed to bring in over 500K annually. Awarded multiple environmental grants focused on coastal resiliency.
- Negotiated numerous contracts for outsourced services, reducing the over-all expenditures by 30% and implementing web-based municipal software designed to replace "30-year-old" technology resulting in a dramatic increase in staff productivity.
- Through leadership, developed a renewed vigor to task completion and culturally changed the organizations approach to customer service and value-added activities.

Pentagon Senior Business Analyst, Business Systems Efficiency Expert, March 2017 – February 2018
iCIO Inc., Crystal City, VA

- Senior Business Systems Analyst for the ASA(ALT) Assistant Secretary of the US Army (Acquisition, Logistics & Technology), providing efficiency expertise involving Department of Defense business processes and Information Technology systems.
- Initiated, coordinated and performed efficiency operations across multi-tiered IT system functionalities, involving Program Executive Office's and Commands for the purpose of providing synergistic solution sets for short and long term system integration, maturation and migration operations.
- Advisory to "End 2 End" (i.e. cradle-to-grave) business architecture processes designed to identify "As-Is", current state operations and "To-Be", desired operations, ultimately identifying all process "touch points" and process gaps.

INSCOM Business Development, Capture and Proposal Expert, November 2015 – November 2016
Trident Proposal Management (Booz Allen Hamilton), Alexandria, VA

- Deputy to the Senior Project Management Officer, providing operational support to the Booz Allen Hamilton DMI PMO account, streamlining processes and increasing efficiencies across the holistic proposal lifecycle
- Coordinated all logistics and preparations for multiple partner-level review teams per proposal, enabling maximum effective feedback for over 20 participants
- Performed as the SharePoint administrator initially designing, coordinating and implementing multiple SharePoint projects

INSCOM Program Manager, February 2015 – October 2015
Charles F. Day & Associates, LLC. – Fredericksburg, VA

- Program Manager for INSCOM & CYBERCOM Task Orders based off of IDIQ Award
- Continuously certified that SharePoint and Microsoft Office 365 collaboration accounts were set up and access was monitored and controlled to reflect the appropriate level of subcontractor access
- Responsibility for account management; supervision of employees and external consultants; handling daily staff assignments; planning and administering budgets; controlling income and revenue; and tracking program expenses
- Directs, defines and coordinates resolutions to program issues

Director/ Program Manager, Afghan National Military Intelligence Center, 2012 - 2014
New Century, Inc. – Kabul, Afghanistan

- Responsible for the creation, implementation and development of National Military Intelligence Center
- Managed and directed 16 advisors associated with the National Military Intelligence Center
- Established effective communications with the project stakeholders (Commanding Generals, Diplomats, Politician's, etc.) regarding interdependent timelines and requirements, as well as key project actions and decisions

- Developed, instituted, and ensured the project strategy regarding the Military Decision Making Process (MDMP) was aligned to the business strategy
- Responsible for preparing the MDMP budgets and/or additional investment requests, updating financial plans against actuals, and delivering to the budget by effective management of cost, schedule and resource

Targeting Analyst, 2012

New Century Inc., Kabul, Afghanistan

- Theater level Targeting Subject Matter Expert that implemented the strategic Afghan National Level Targeting system
- Conducted target analysis and research, using a variety of analytic tools and data sources (classified and open source) to perform research and analyze priority intelligence targets and non-lethal targeting that support the government mission
- Conducted technical target analysis that leads to the collection of information that address intelligence gaps concerning BW capabilities and computer networks, with an emphasis on technical collection operations
- Authored a variety of documentation (government messaging traffic, strategic assessments), describing the results of research and analysis

Senior Economic Advisor, 2012

Strategic Social Inc., Kabul, Afghanistan

- Provided budget formulation and justification support for the country of Afghanistan development to the Commanding General ISAF
- Produced Economic Models to support Afghanistan economic growth initiatives currently being operationalized for theater-wide implementation
- Worked with US Embassy (Ambassador's staff) on strategic economic models that directly influence the Afghan Ministry of Economics policies
- Interacted and instructed Afghan Business Advisors in economic theory and implementation procedures

Senior Intelligence Analyst IV, 2011 – 2012

BAE Systems, TBOC, Newport News, VA

- Conducted source analysis of combined and joint military operations conducted across the spectrum of war, from theater campaigns to operations other than war
- Operated widely accepted military combat models and simulations, all source intelligence analysis, as well as other appropriate operations research techniques in support of in-theater missions
- Provided analysis support of gaming activities including interpreting and presenting results and recommendations to senior military and civilian decision makers
- Led and managed interdisciplinary studies conducting of a scope and nature expected of a theater level command
- Detailed knowledge in military doctrine, planning and operational employment of forces - combat arms, combat support, and combat service support

Senior Foreign Military Advisor, (deployed), 2008 – 2009

1st Battalion, 77th Armor (US), Amman, Jordan

- Performed as Senior Military Intelligence advisor to the Jordanian National Army during Operation Eager Light
- Advised senior leadership on all intelligence operations for Jordanian Special Forces (classified operations)
- Designed and implemented standard operating procedures for the Jordanian Intelligence elements in Operation Eager light

Senior Intelligence Manager, 2008 - 2011

1st Battalion, 77th Armor, Camp Shelby, Mississippi

- Knowledge and experience with military intelligence operations and its various disciplines, functions, processes, and documentation including military operations, OPSEC, or Counterintelligence/HUMINT operations
- Experience with the intelligence cycle and collection fusion, analysis, production, and dissemination for intelligence databases and products
- BDE FSO; knowledge of intelligence oversight and security guidelines
- Experience with all-source intelligence processes, data evaluation, and analysis
- Knowledge of state-of-the-art intelligence analysis tools
- Experience with intelligence automated systems, especially imagery analysis, signals intelligence and exploitation tools and libraries
- Ability to manage research and coordination for projects

Combat Arms Commander (deployed), 2006- 2007

2/32 FA BN, 4th BDE, 1st Infantry Division, Bagdad Iraq

- Responsible for all Intelligence operations of the Battalion
- Executive Officer of a Battery in charge of over 100 personnel and \$10,000,000 worth of assets
- 1st Civil Military Affairs Platoon Leader in charge of the development of western Baghdad during the Surge

Battalion S2 (Intelligence Manager), 2005 - 2008

Headquarters, 2/32 FA BN, 4th BDE, 1st Infantry Division, Fort Riley, KS

- Served as SME on all aspects of air component ISR Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) policy and processes
- Responsible for authoring combat capability documents, PPT presentations, formal messages, background papers, items of interest, and staff summary packages as the ISR Collections SME
- Monitored new emerging multi-INT ISR technologies and develops integration strategies into ongoing combat operations
- Developed concepts of employment that fully utilize intelligence weapon system capabilities to include airborne platform and ground exploitation systems
- Authored briefings and background papers for the Brigade Commander
- Provided training/mentoring on tradecraft, as required, to other analysts

Senior Intelligence Analyst (deployed), 2004

J-2, Bagram, Afghanistan

- Provided multi-intelligence (multi-INT) all-source analysis, link analysis, Geospatial visualizations, and high-value target development

- Assisted with crafting new methodologies and provide ideas for rapid software prototypes in support of global DOD client's units
- Delivered in depth network analysis on IED threat networks operating across CENTCOM to the DoD and Joint clients
- Provided support to new technology initiatives through tool design, requirements generation, and pilot testing
- Monitored trends and events related to global IED threat groups, and transnational foreign fighter facilitation networks then prepare and deliver written and oral assessments to senior leadership

Intelligence Analyst, 2003 - 2005

Headquarters, J-2, G-2, 10th Mtn. Division (LI), Fort Drum, NY

- Assessed and assisted in the exploitation of devices for the purpose of technical dissemination to operational elements within the AOR
- Utilized various collection methods to include: Biometrics, CELLEX, DOCEX, MEDEX, SIGINT, HUMINT, and TECHINT to assist in comprehensive targeting of insurgent networks and facilitation operations
- Created pattern-of-life and device emplacement targeting assessments utilizing Biometric resources and electrical circuit exploitation reporting to assist in defeating IED networks throughout the assigned AOR
- Liaised between assigned unit and operational commanders to assist in the direct targeting of insurgent networks who facilitate the use of IED devices
- Maintained databases there contrast information from multiple sources, utilizing current tools
- Utilized the WTI universal profile schema closely with the electronic exploitation to create an assigned device profiles
- Provided subject matter expertise analysis of the areas IED and IED networks to the operational commander

Education

Radford University, Masters Business Administration, Radford Virginia 1999

Radford University, Bachelors of Business Administration, Radford Virginia 1998

- Concentration in Operations Management.

Professional Development

- ICMA Member and completed all entry level coursework to date
- Military Intelligence Officer Captain's Career Course, Military Intelligence School, Ft. Huachuca, AZ
- Diploma, Field Artillery Officer Basic Course, Field Artillery School, Ft. Sill, OK
- Diploma, Officer Candidate School, Ft. Benning, GA
- Planning Commission Member, Towne of Colonial Beach, VA
- Virginia BZA (Board of Zoning Appeals) Certified (November, 2017)

Press Articles

[Richmond developer plans big investment in Colonial Beach | Local Business News | fredericksburg.com](#)

Summary: The sale of dormant municipal property for 2.6 million dollars that is scheduled to produce over 25 million dollars of investment thus significantly increasing tax base indefinitely.

[Richmond-based developer is planning a \\$25 million-plus project in Colonial Beach with town homes, condos and a hotel | Business News | richmond.com](#)

Summary: same initiative as above but hit the Richmond circulation

[Taking care of home: Torrey Smith Park opens in Colonial Beach | Sports News | fredericksburg.com](#)

Summary: Recreational Facility built with minimal taxpayer money

[Colonial Beach New Town Manager, Route 301 Corridor Study and Tourism Highlight COMREL | Features | dcmilitary.com](#)

Summary: One of numerous meetings that illustrates multi-level government interactions to facilitate economic growth and partnership opportunities

Reference Information:

Gladys Gomez

CFO, Town of Colonial Beach, VA

(540) 207-9182

Wayne Kennedy

Prior Mayor to Colonial Beach

(804) 761-3314

Charles (Chip) Dickens

Prior Employer & President (iCIO inc.)

(410) 903-4166

Burkett Lyburn

Prior Council Member of Colonial Beach

(804) 214-1472

Mike Warner

Prior US ARMY Colleague

Jim Cornwell

Town Attorney, Colonial Beach