

Donald G. Kewley

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December 30, 2018

Dear Hiring Director:

I am interested in the Palm Coast City Manager position because I believe my education and past work history has prepared me to meet all of the responsibilities this position carries.

While serving for thirteen years in the California and Oregon Army National Guard I learned about the effectiveness and importance of working as a team. In addition, I learned how to make important logistical and strategic decisions while leading my team through challenging and stressful situations. My work as a project manager in construction and program manager in the utility industry enhanced my management skills by teaching me to effectively develop business to business and customer relationships, manage stakeholder expectations, manage time, manage money, and direct resources towards the accomplishment of an organizations operational objectives.

The combination of the MBA I earned from Pepperdine University in Leadership and Bachelors of Science in Business Administration Chico State University was geared towards building my leadership & managerial skill sets and taught me to facilitate change and growth in a volatile global economy. My education, military service and past work history demonstrates my commitment to be an excellent leader and manager of people and resources. I am confident that I will be a significant asset to any organization's management team if given the opportunity to prove myself.

Although my resume provides a summary of my background and experiences, I would very much like the opportunity to discuss, in person, how I can meet the demands of this role in order to advance the overall mission of your organization.

Sincerely,

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OPERATIONS MANAGER

Program Oversight | Operations Stewardship | Strategy Conception

Executive manager with expertise in all facets of operations, project and program management; financial analysis, and controllership within high-profile corporations. Skilled in collaborating with all members of the organization to achieve business and financial objectives. Integral in streamlining and refining processes, boosting productivity, and implementing learning solutions.

- Experienced Senior Manager
- Strategic Planning & Analysis
- Industry Networking
- Marketing & Outreach
- Logistics Management
- New Business Development
- Project Lifecycle Compression
- Contract Negotiations
- Business Consultation

PROFESSIONAL EXPERIENCE

City of Ashland (COA), Ashland, OR AFN Operations Manager

Jan 2017 to Present

- Plan, direct, and supervise the development, implementation, and maintenance of the Ashland Fiber Network (AFN)
- Development of divisional strategic plans, budgets, goals, programs, policies, and procedures in order to provide appropriate and effective Internet and technology services to the City and community.
- Manage AFN telecommunications and technology projects, coordinate cross functional teams, vendors, and subcontractors, prepare requests for proposal (RFP) and administer consultant selection processes; develop work plans, timelines, and budgets; monitor, review, and approve work products; maintain project documentation and prepare reports.
- Create work plans, budgets, project timelines, monitor work flow, and evaluate completed projects.
- Supervise and evaluate the work of subordinates; interview, select, assign, direct, and evaluate employees.

Pacific Gas & Electric Company (PG&E), San Francisco, CA

Oct 2015 – Jun 2016

Senior Project Manager

- Led projects for Energy Savings Assistance (ESA) multimillion dollar materials contract, evolution bulk materials acquisitions and contract management with the California Public Utilities Commission (CPUC).
- Managed contract negotiations, Request for Proposal (RFP) analysis, Service Level Agreements (SLA), and Statements of Work (SOW).
- Developed Request for Proposal (RFP), contract negotiations, and project management plans.
- Partnered with IOU's researching industry trends and benchmarks associated with energy contracts.

MJM Management Group, San Francisco, CA

Feb 2015 – Oct 2015

Project Manager- Capital Projects

- Prepare requests for proposal (RFP), strategic planning, develop work plans, timelines, software development, budgets; monitor, review, and approve work products; maintain project documentation and prepare reports.
- Spearheaded public domain and real estate capital construction projects and facilitated bidder conferences thru initial contract negotiation qualification bid proposals and vendor selections.
- Orchestrated project lifecycles via MS Project and provided technical compliance vectors with California Energy Efficiency Standards, Title 24, and health and building codes.

The Mosaic Company, San Ramon, CA

Sep 2014 – Jan 2015

Senior Learning Strategist

- Strategic planning, forecasting, budgeting
- Bolstered PG&E training academy by invigorating organizational communication relationships across lines of business.
- Facilitated Subject Matter Experts (SME)/Lines of Business (LOB) conferences including Kickoff, Alpha review, Beta review, and Project Closeout (Key Learning).

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DONALD G. KEWLEY

Page Two of Two

- Directed learning solution effectiveness with stakeholder risk assessments and recommendations to business teams.

Bay Area Systems and Solutions, Inc. (BASS Electric), South San Francisco, CA

Feb 2014 – Aug 2015

Project Manager

- Managed city and county public works and commercial construction projects.
- Managed design-build and LEED projects.
- Facilitated the implementation of new construction management software applications.
- Prepared budgets, Request(s) for Information (RFI), change orders and monitored timelines via MS Project.
- Cemented partnerships with cross-functional teams consisting of stakeholders, vendors, and subcontractors.

Rodan Builders, Burlingame, CA

Oct 2013 – Feb 2014

Government, Commercial, Industrial and Institutional Tenant Improvements

Project Manager

- Contract negotiation, strategic planning, forecasting, budgeting and resource allocation.
- Managed cross functional teams, vendors, and subcontractors for city and county public works construction projects
- Collaborated Job Order Contracts (JOC - joint construction delivery via eGordian (construction task order catalog).

Richard Heath and Associates Inc., Chico, CA

Jul 2011 – Oct 2013

Program Manager II

- Managed \$14M portfolio of Small and Medium Businesses (SMB) energy efficiency programs for investor-owned and municipal utilities and local government partnerships in Northern and Central California
- Contract negotiation, strategic planning, forecasting, budgeting, marketing and customer education
- Increased divisional revenue by \$2.6 million in 2 years
- Developed and managed community outreach programs with business leaders, government and industry professionals.
- Targeted SMBs with emerging technologies aimed at improved energy expenditure and operating expenses

Cleanrite-Buildrite, Chico, CA

Sep 2009 – Jul 2011

Project Manager/Estimator

- Managed up to 25 small to medium restoration and new construction projects simultaneously.
- Liaised construction negotiations between stakeholders, insurance companies and customers.
- Estimating, budgeting, forecasting, billing, procurements, monitored projects via MS Project.
- Managed cross functional teams, vendors, and subcontractors.

ADDITIONAL EXPERIENCE & SKILLS

- Outlook, MS Office Suite, MS Project, MS Visio, Xactimate, eGordian, Accubid Pro, Procure, OSX, iMovie, iPhoto, VM Ware, SAP R3, Vensim PLE, Adobe Professional, Adobe Illustrator, Adobe Light Room, Munis, etc.

EDUCATION & CREDENTIALS

M.B.A., Pepperdine University Graziadio School of Business and Management, Malibu, CA. 2018

B.S., Business Administration, California State University, Chico, CA. 2009

Certified Sustainability Manager (CSM), Everblue, Huntersville, NC. May 2013

PROFESSIONAL DISTINCTIONS & MEMBERSHIPS

- Project Management Institute (PMI) ▪ Association for Operations Management (APICS) ▪
- Green Project Manager (GPM) ▪ U.S. Green Building Council-Northern California Chapter (USGBC-NCC) ▪
- United States Army National Guard, CA 1982-1995 ▪