

Ms. Sandi Bolser, City Clerk, at City of Bunnell,
1769 E. Moody Blvd., Bunnell, FL 32110

Dear selection committee members:

My name is Carlos A. Urquilla-Diaz; I am interested in the **City Manager** position. I would like to be the person selected for this position because I have the overall leadership and skills necessary to succeed in this position. I have worked in education, law, and business. I am also a former U.S. Army federally commission infantry officer who started in the military as a private and worked my way up to an officer position. My Master's degree in HR, J.D. and Ph.D. training will enable me to know do a very good job in this position because I am able to handle the myriad of issues that take place throughout various departments and groups within an institution like yours. I lead by example and I do not believe in being a micro-manager.

I have worked in multi-cultural and diverse environments in the public and private sector. I am an expert in handling budgets and very difficult situations while making sure that I run any and all operations within any budget constraints and I treat all people with respect in a very fair manner. Staff, faculty, students and all stakeholders are very important to me. I have been able to overcome professional and personal hurdles in life. For example, last year, I had a surgery where I almost died. I am 100% healthy now and ready to go back work. My salary is negotiable and based on the overall benefits that may come with this career opportunity. The following is a summary of my experience:

1. As a Superintendent/City Manager, I successfully managed an 8.1 million dollars budget. I worked with state and federal department heads and agencies. I was responsible for the Fort's restorative care, physical therapy, occupational therapy, laundry activities, dietary services, social services, nursing, psychological services, and physical plant departments. The Fort is located on 700 acres and is a recognized city with its own zip code. I had a diverse work force of 125 employees.

2. As a former Dean, I was responsible for the short and long term overall management of eight (8) counties with over thirty five (35) regional sites. I was also responsible for the conflict resolution of the myriad of issues that took place in my centers to include setting various schedules, admissions, priorities of work, hiring of professors, budgets and deadlines. I made sure that every satellite campus was in compliance with the various requirements mandate by our regional, state and federal education agencies. I am an effective and charismatic leader in a complex organization.

3. As a former Director of online programs, I was directly responsible for the effective management of academic programs in 21 states. I was also a professor in the School of Paralegal programs. I am quite familiar with the academic needs of online, traditional and non-traditional students. I also worked with a diverse group of professors.

4. As a former Dean or military Officer, I help to establish and execute various standard operating procedures (SOP's). I reviewed various policies (i.e. HR and EEO) to always ensure that our SOP's were effective and in accordance with our stated

mission and policies. I successfully dealt with highly sensitive and confidential personnel issues as well. I have enforced local, state and federal laws as applicable in each case.

5. As a former Dean, I served in several committees to ensure that our College was doing what we were supposed to be doing for our students. I successfully lead two visitations by our accrediting agency. I am very familiar with fair employment practices. As a military Officer, I was an equal opportunity representative who ensured that all people were given an equal opportunity to succeed.

6. As a former Dean, I successfully led and supervised over 400 employees. I was also ultimately responsible for the hiring or firing of any regional employee. I conducted myself with the highest morals and ethics when it came time to reward or let someone go from our institution. I also represented the College in many boards, committees in public, private, and civic ceremonies and functions.

7. As a former Dean, I was responsible for creating and managing my regional college budget. I made several successful changes that lead to a surplus of 1.25 million dollars. I found ways to cut waste and expenses wherever they seem to be appropriate while increasing the salary of my employees. I also worked with local, state and federal agencies in various capacities.

8. As a Logistic Manager, I was responsible for a 7 million dollar budget to purchase the logistics needs of state and federal contracts in 22 states. I helped to protect state and federal properties and facilities. I worked with multi-million dollar budgets of 22 states with the help of 22 state managers. I saved the company millions.

I also want to tell you a about me as a person. I came to the U.S. when I was fourteen years old trying to escape the civil war in El Salvador. After high school, I joined the U.S. Army and I was an infantryman for fourteen years. I participated in peace and combat missions. I eventually graduated from KSU, CMU, and KU. I have about a year left in my Ph.D. program at the University of Tennessee. While in college, I have held various leadership positions to include becoming the VP for my law class. My goal now is to help my fellow Americans reach their own American dream. Lastly, I would like to have the opportunity to interview for this position and continue to explain why you should hire me for this wonderful position.

Respectfully submitted,

Carlos A. Urquilla-Diaz, J.D., ABD.

Carlos Armando Urquilla-Diaz, J.D., ABD

19400 E. 37th Terrace Court South, Apt. #1305, Independence, MO 64057.
(785) 979-3392 or carlos782@yahoo.com

Objective

I would like to join an institution that will use my skills and experience in challenging fields. I am an expert in handling budgets and working with people in a fair and friendly manner while getting things done. I like to think in creative ways to solve complex and difficult situations. I am not afraid to praise others for a job well done or to take the blame when things go wrong.

Education

2007-Present UNIVERSITY OF TENNESSEE, Knoxville, TN

I completed my course work and comp examination for a **Ph.D. in Higher Education Administration**. My minor is in K-12 Education Administration. I expect to successfully defend my dissertation no later than December of 2014. My GPA was 3.7 while working full time. Note: 3 out of 4 of my dissertation committee members need to be replaced (two professors retired early and one accepted a new position at Virginia Tech).

2002-2004 UNIVERSITY OF KANSAS, Lawrence, KS.

Juris Doctor: Concentration in Criminal Defense and Employment Law.

I earned my **J.D.** in 28 months while working as infantry Army officer and getting my unit ready to go to war while taking care of my family at the same time. I worked for the University of Kansas Legal Aid and traffic court as an attorney. Class VP and became involved in various school and community organizations.

1996-1998. CENTRAL MICHIGAN UNIVERSITY, Mount Pleasant, MI.

M.S. in Administration with a concentration in Human Resources.

- I earned Master's degree in 18 months with a 3.65 GPA while holding a full time job, served in the military and took care of family at the same time.

1993-1996. KANSAS STATE UNIVERSITY, Manhattan, KS.

B.A. in Criminology/Sociology.

- I earned my Bachelor's degree in 36 months with a 3.25 GPA. Was actively involved in the community and school organizations.

Professional Experience

- **4/2011-8/2012: Kansas Soldiers Home Superintendent/City Manager**

I successfully managed an 8.1 million dollars budget. I worked with local, state and federal department heads and agencies. I also worked with the employee's union leadership. I was responsible for the Fort's restorative care, physical therapy, occupational therapy, fundraising events, laundry services, dietary services, social services, nursing department, psychological services, and physical plant departments. The Fort is 700 acres and is a recognized city with its own zip code. I had a neck military service-connected surgery. I am 100% healthy now and ready to go back to work. I successfully led a diverse work force of 125 employees.

▪ 5/2007-3/2011 **Security Consultants Group Inc.: Logistics Manager**

I was responsible for a 7 million dollar budget to purchase the logistics needs of state and federal contracts in 22 states. Help to protect state and federal properties and facilities. I worked with multi-million dollar budgets of 22 states with the help of 22 state managers. I saved the company millions of dollars. I left because our company was bought out by a bigger corporation. I worked with local, state and federal agencies in various states.

▪ 01/2005-4-2007 **Kaplan University: Director of National Programs/Professor**

I was responsible for a new "blended academic program" at Kaplan University. This "blended" program was targeted at over 80 schools in 16 states. I was responsible for a 10 million dollar budget. I also worked for the school of Paralegal Studies where I taught paralegal and law courses such as Evidence, Legal Ethics, Legal Research and Law Office Business/Management. I was also a course designer in our paralegal program. I successfully led a very diverse group of professors I left this job to move to TN to attend UT.

▪ 1999-2004. **U.S. ARMY OFFICER, KSANG**

I was an Army Infantry Executive Officer in Wichita, Kansas. I was responsible for the training, health, and welfare of 114 infantry soldiers. As a leader was involved in numerous decisions that dealt with personnel management, EEO issues, strategic planning, decision-making, leadership and execution of military operations. I led soldiers from various cultural backgrounds.

▪ 01/2002-07-2002 **U.S. ARMY SGT, KSANG**

As a result of the attack on Sept. 11, 2001, I was called to active duty status in support of Operation Enduring Freedom. My last day on active duty was July 25, 2002. I went to law school after I returned to Kansas.

▪ 7/2000-12/2001 **The Brown Mackie College: Academic Dean & Professor**

I was responsible for the Academic administration, faculty, HR issues, budget, strategic planning, curriculum revision, employee hiring/training, student retention, orientation, general administration, and enforcement of academic policies dealing with student issues on a daily basis. As a Dean, I was responsible for passing a North Central Accreditation visitation.

▪ 8/1998-6/2000. **Highland Community College: Assistant Dean & Professor**

I was the youngest Assistant Academic Dean in the state of Kansas in 1998 for the oldest higher learning institution in Kansas. I managed over 400 employees. My regional program covered eight counties in NE, KS with **35 regional educational sites**. I was responsible for academic programs, strategic planning, budget, curriculum, planning, general administration, HR issues, USD's relations, business & industry and student issues of various types. My program experienced an enrollment growth of about 25%. I also led various committees that worked together to pass a North Central Association re-accreditation visitation. I successfully led a very diverse faculty group.

▪ 1990-1999. **UNITED STATES & KSANG ARMY SERGEANT.**

I assisted and participated in performing combat and peacekeeping missions as an infantry soldier. I had the opportunity to travel to twelve countries. Received numerous awards and medals. Promoted 6 times in nine years. Taught military courses and was also the EEO representative for my unit. A desert shield, storm, and provide comfort Army veteran.

Languages Native in speaking, reading, and writing knowledge of Spanish. I also passed the U.S. Army Spanish test as a certified Spanish translator.

Awards Received National Defense Ribbon (2nd Award), Liberation of Kuwait Medal (Saudi Arabia), Liberation of Kuwait Medal (Kuwait), The Valorous Unit Presidential Citation Award, The Combat Infantry Badge, The Good Conduct Medal, Soldier Achievement Medal (5th Award), Southwest Asia Medal, Non-commission Officer Ribbon, Reserve component Achievement Medal, Overseas Service Medal and many certificates of recommendations and achievements. I was also a Robert McNair Scholar at Kansas State University in 1995.

Security Clearance I held a secret clearance as a former Army Officer. I know how to keep sensitive information private and secure.

References 1. Jose Clemente, M.F.A. College Professor at Mount Mercy University. 6813 Country Hill Road #3, Cedar Rapids, Iowa 52402. (915) 799-1726
jose_clemente@hotmail.com

2. Kenneth Nance, B.A. Executive Account Manager. 12001 White Oak Street, Peculiar, MO 64078. (913) 664-0173, knance@teksystems.com

3. Ronald Ryckman, M.A. Honorable member of the Kansas House. P. O. Box 192 Meade, KS 67864. (913) 593-6390, ronaldryckman@gmail.com

4. John Andrews, J.D. Senior Law Firm Partner, 3220 Henderson Blvd., Tampa, FL 33609. (727) 244-3471, jwa@andrewslawgroup.com

5. Brad Odum, B.A. Labor Relations Manager for Security Consultants Group. 102 Mitchell Road, Oak Ridge, TN 37830. (865) 388-2784, bodum@scgincorp.com

STUDENT ACADEMIC HISTORY
THE UNIVERSITY OF TENNESSEE, KNOXVILLE

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URQUILLA-DIAZ, CARLOS ARMANDO
student

EL SALVADR
place of birth

MARCH 22, ***
date of birth

000-25-8038
student id

240 WEST FORD VALLEY ROAD
KNOXVILLE
local address TN 37920

240 WEST FORD VALLEY ROAD
KNOXVILLE
permanent address TN 37920

ANA YANETTE SOSA
parent name
H S NAME UNKNOWN

graduation: 05/1988
hs gpa: 0.00

high school

course	course name	crs	cf	cf	typ	hrs	lvl	grade
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from: KANSAS STATE UNIVERSITY
MANHATTAN KS

date awarded: 1996

SPRING SEM 2008 GRADUATE

from: CENTRAL MICH UNIVERSITY
MOUNT PLEASANT MI
MASTER OF SCIENCE

date awarded: 1998

SUMMER SEM 2008 GRADUATE

from: U OF KANSAS MAIN CAMPUS
LAWRENCE KS
DOCTOR OF JURISPRUDENCE

date awarded: 2004

HI ED ADMN 650 B FISCAL POLICY ISSUES/H REG 3.00 G B+

UT G attempt 3.00 ernd 3.00 s/p 0.00 qpts 10.50 gpa 3.50
CUM G attempt 24.00 ernd 24.00 s/p 0.00 qpts 85.50 gpa 3.56

SUMMER SEM 2007 GRADUATE

HI ED ADMN 695 B SPECIAL TOPICS REG 3.00 G B+

UT G attempt 3.00 ernd 3.00 s/p 0.00 qpts 10.50 gpa 3.50
CUM G attempt 3.00 ernd 3.00 s/p 0.00 qpts 10.50 gpa 3.50

FALL SEM 2008 GRADUATE

HI ED ADMN 670 A VALUES/ETHICS/EDUC LEA REG 3.00 G B+

UT G attempt 6.00 ernd 6.00 s/p 0.00 qpts 19.50 gpa 3.25
CUM G attempt 30.00 ernd 30.00 s/p 0.00 qpts 105.00 gpa 3.50

FALL SEM 2007 GRADUATE

EDUC PSYCH 651 A SEM: ASSESSMENT & EVAL REG 3.00 G A
HI ED ADMN 615 A RESEARCH DESIGN REG 3.00 G B
POLIT SCI 660 A CONTEMP PERSPECTIV: PU REG 3.00 G A

UT G attempt 9.00 ernd 9.00 s/p 0.00 qpts 33.00 gpa 3.67
CUM G attempt 12.00 ernd 12.00 s/p 0.00 qpts 43.50 gpa 3.63

SPRING SEM 2009 GRADUATE

EDUC ADMIN 513 A ADMIN/ORGANIZATIONAL T REG 3.00 G A
HI ED ADMN 619 A ADM/GOVERN/HIGHER EDUC REG 3.00 G A

UT G attempt 6.00 ernd 6.00 s/p 0.00 qpts 24.00 gpa 4.00
CUM G attempt 36.00 ernd 36.00 s/p 0.00 qpts 129.00 gpa 3.58

URQUILLA-DIAZ, CARLOS ARMANDO

STUDENT ACADEMIC HISTORY
THE UNIVERSITY OF TENNESSEE, KNOXVILLE

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course	course name	crs	cf	cf	typ	hrs	lv1	grade	course	course name	crs	cf	cf	typ	hrs	lv1	grade
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SUMMER SEM 2009 GRADUATE

CULT ST ED 504 C TEACHERS, SCHOOL, AND REG 3.00 G A
EDUC ADMIN 554 B POLICY ISSUES/EDUC LAW REG 3.00 G A
HI ED ADMN 536 B POL/ISSUES HIGH ED/QUA REG 3.00 G A

UTT G attempt 9.00 ernd 9.00 s/p 0.00 qpts 36.00 gpa 4.00
CUM G attempt 45.00 ernd 45.00 s/p 0.00 qpts 165.00 gpa 3.67

FALL SEM 2009 GRADUATE

EDUC PSYCH 677 A STATISTICS/APPLIED FIE REG 3.00 G A
HI ED ADMN 617 A CASE STUDY METHODS/ED REG 3.00 G A

UTT G attempt 6.00 ernd 6.00 s/p 0.00 qpts 24.00 gpa 4.00
CUM G attempt 51.00 ernd 51.00 s/p 0.00 qpts 189.00 gpa 3.71

SPRING SEM 2010 GRADUATE

ED LD/PLST 600 A DOCTORAL RESEARCH/DISS REG 6.00 G P

UTT G attempt 0.00 ernd 0.00 s/p 6.00 qpts 0.00 gpa 0.00
CUM G attempt 51.00 ernd 51.00 s/p 6.00 qpts 189.00 gpa 3.71

FALL SEM 2010 GRADUATE

ED LD/PLST 600 A DOCTORAL RESEARCH/DISS REG 6.00 G P

UTT G attempt 0.00 ernd 0.00 s/p 6.00 qpts 0.00 gpa 0.00
CUM G attempt 51.00 ernd 51.00 s/p 12.00 qpts 189.00 gpa 3.71

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