

Senior Executive Director

Process Improvement ♦ P&L Supervision ♦ Business Development

A C-Level Executive Manager with Proven Abilities to Envision Better Ways, design superior tools and methods, and turn diverse individuals into productive, dedicated teams capable of achieving the desired results. Inquisitive, inventive, and creative with exceptional communication skills and the business acumen to bring struggling operations back to profitability and improve the fortunes of already successful ventures. Accomplished in using technology to expand efficiency. A consistent and dependable ROI contributor in consequential situations.

CORE COMPETENCIES

- Strategic Planning & Tactics
- Revenue Creation & Growth
- Performance Metrics
- Technology Application
- Project Direction
- Instructional Systems Design
- Supply Chain Management
- Verbal & Written Communication
- Risk Evaluation & Control
- Team Leadership
- Cross-Functional Collaboration
- Resource Allocation

PROFESSIONAL EXPERIENCE

Cellebrite, Inc | Parsippany, NJ

2017 – Present

A provider of telecommunications equipment used by law enforcement, the military, and business communities to collect, review, analyze, and manage digital data.

Director of Curriculum - Global Training Division | 2018 - Present

Direct customized content development, daily service support, and publishing in eleven languages of 30+ digital intelligence and forensic instructor-led, online, and on-demand modular training courses collaborating with subject-matter experts, internal and external partners, technical writers, and editors.

- **\$2.5 million in a potential revenue increase inaugurated** by converting a random series of disconnected modules into a focused curriculum able to be presented online and capable of earning the graduates subject-matter certification.
- **10,000 single-source publishing components managed** by designing a scalable component-content-management system (CCMS).
- **50 paid and college-credit-earning internships** at partnered universities planned and a new market environment seeded by incorporating the company's training into the schools' curricula.
- **42% shrink in translation expenses realized** by initiating use of translation memory.
- **40+% YOY per course profit margin growth** and a six-point increase in sales attained by reducing the cost of internal e-learning modes delivery 31% through a 160% expansion of content and service offerings and a shift of static manuals to interactive simulators and emulators.
- **Discovered a competitor's fraudulent billing** of a customer and rapidly designed and implemented a solution that prevented service loss and mitigated damage to the customer's reputation.
- **38% acceleration in content-development time** accompanied by a 60% reduction in duplicate work reached by using a SEESs writing format, writer's workshops, single-source publishing masters, content conditioning, and statistical content reuse.

Senior Curriculum Developer and Trainer

2017 – 2018

Worked in cooperation with eLearning vendors to produce \$1.12 million in reuseable award-winning content at 36% below industry cost standards for web-based training development in support of a recurring-revenue strategy.

- **Created a management system using SQLite** to structure thousands of text, audio, and video assets.

Sarasota County Sheriff's Office | Sarasota, FL**1997 – 2017****Law Enforcement Officer**

Served as local deputy and agent of the US Secret Service and Marshall Service specializing in intelligence, special and criminal investigations, community policing, and corrections. Supervised investigations of homicide, robbery, cyber-crime, child exploitation, officer-involved shootings, and narcotics. Handled daily inmate custody, control, and care. Developed organizational procedures and technical infrastructure for data collection, storage, analysis, performance benchmarking, and descriptive analytics.

- **\$250,000 in government funding secured** to support development, equipping, and user training of a digital forensics laboratory using cloud-computing software to process 1.3 devices daily and more than 800 terabytes of data annually. The Secret Service, FBI, and National Computer Forensics Institute presented the innovation with 12 awards and commendations and Congress conferred a citation for dedication and professionalism.
- **Designed the first intelligence-based, directed, communication-data resources** capable of providing street-level interviews on a 24-hour basis to 300+ patrol officers, detectives, special investigations, and tactical squads.

Mohenis Services | Charlottesville, VA**1988- 1997**

A third-generation business comprised of 21 regional locations, supplying healthcare, hospitality, and a broad variety of trades with textile solutions.

Assistant General Manager

Responsible for revenue growth, product development, operational efficiency, supply chain/reverse logistics, workforce management, and daily operations.

- **30% revenue hike furnished** by initiating a paced-growth strategy focused on AR collections, customer retention, and limiting product diversification.
- **18 percentage-point gain in net profit margin realized** in 14 months by reorganizing the distribution center through adjustments in production workflows, consolidating distribution routings, instituting a detailed preventative maintenance program, and applying inventory-control measures that included reverse logistics.
- **17.5% extension in value life gained** by activating an inventory control system that employed predictive analysis to estimate the lifecycle of each stocked item based on customer category and consumption patterns and processed returns using technology-driven recall solutions.
- **14% average wage hike provided** to employees as a result of the firm's improved financial condition.

Markon Inc (now Markon Solutions) | Falls Church, VA**1986-1988**

A professional services firm supporting commercial clients, the intelligence community, civilian and defense agencies, and state/local entities specializing in acquisition, facilities, finance, security, technology, and training.

Project Support Specialist

Assisted in developing technical and operational manuals covering equipment production and testing for a variety of intelligence agencies and the military and created presentation materials using a CAD system.

EDUCATION / PROFESSIONAL DEVELOPMENT / CERTIFICATIONS / HONORS

Doctor of Business Administration in Information Systems, Walden University

Dissertation: Business Intelligence Systems Best Practices

Master of Arts in Business Management & Leadership, Liberty University

Bachelor of Science in Criminal Justice, Liberty University

Associate of Science in Computer Network Engineering, Westwood College

20 profession-enrichment courses covering computer forensics, investigation, and internet crime.

Cellebrite Certified Operator • Cellebrite Certified Physical Analyst, National Computer Forensic Institute
Computer Forensic Examiner, International Association for Computer Investigations Specialist

14 Service Achievement Honors, Sarasota, State of Florida, USSS, Congress