

OBJECTIVE:

Utilization of my management and communication skills to accomplish organization goals and objectives. To make work FUN for those working with me, because I enjoy what I am doing. To be a window of opportunity for my peers, colleagues, and management.

Recently awarded the Distinguished Citizen Award by the Mayor of Louisville for my contribution as a Brightside Champion for Louisville's District 21. I am an eight year veteran for Operation Brightside helping to make Louisville cleaner and greener. I am an event organizer for the City of Lynnview. I also have hosted for the last 7 years Seven Counties West Santa Shop. Donations are collected throughout the year and distributed to clients. I also volunteer with Wayside Christian Mission throughout the year.

WORK EXPERIENCE:

Mayoral Advisor City of Lynnview Louisville, Kentucky 11/2014 – To date

Director of City Affairs and Mayoral Consultant. Financial Analysis of all City functions and development of City Plan. Directing all HR, Finance, IT, and Marketing functions for the City of Lynnview.

Campaign Manager City of Lynnview Louisville, Kentucky 2/2013 – 11/2014

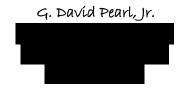
Managed all facets of the Mayoral Campaign for the eventual Mayor-elect. Managed all public functions and speaking engagement as well as public affairs and campaign finance.

Councilman City of Lynnview Louisville, Kentucky 12/2011 – 1/2013

Representative of District 6 of the City of Lynview. Governing of all activities and P&L. Detailed review of city expenditures, sponsorship of city events, and oversight of all budgetary actions.

IT Director City of Lynnview Louisville, Kentucky 1/2010 – 12/2011

Responsible for all IT functions for the City of Lynnview as related to the functions of City Hall and the Police Department. Maintained financial accounting software, all desktop software and hardware, as well as mobile equipment in the police cruisers.



Disability 1/2008 – 12/2009

Medical leave due to an illness that required STD and LTD.

Director Guest Services Brown Hotel Louisville, Kentucky
Front Desk Manager – Manager On Duty –
Director Information Technology

4/2005 - 12/2007

Front Desk management of AAA rated 4 diamond property. Complete Customer service, Manager on Duty for entire 293 room property. Responsible for desk personnel, coverage, training, scheduling, night audit, reservations, and information technology. Areas reporting to me included – Security, Information Technology, Reservations, Front Desk, Concierge, Bell Services, and PBX.

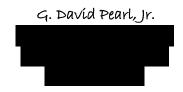
8/2002 - 4/2005 **Twinbrook Hotel** Louisville, Kentucky **Apartments**

Apartment Manager

Manage all facets of daily hotel/apartment complex, including administration, housekeeping, maintenance, marketing, sales, leasing, payroll, human resources, records retention, and benefits. Additionally was responsible for the installation and maintenance of Local area network and all associated administrative activities. Managed staff of 20 individuals with varying levels of experience and education. Complex consisted of 61 apartments and 103 long-term senior care rooms. Facility certified as an independent living, assisted care, intermediate care, and skilled care facility.

8/2000 - 7/2002 **ERA Hometown Realty** Kissimmee, Florida **General Manager**

Managed the daily office and routine sales activities of 14 Realtors and administrative support staff. Also implemented local area network in the office and was responsible for all computer systems: installation, maintenance, and training. Developed Training programs for all staff members while encouraging growth and development initiatives that impacted bottom-line investment and growth potential.



WORK EXPERIENCE:

6/1989 - 8/2000

Brown & Williamson

Louisville, Kentucky

Tobacco Corporation

Manager - Information Technology - Global Data Operations

Responsible for all facet of a GLOBAL network including personal computer desktop hardware and software initiatives for 2,000 corporate headquarters personnel dispersed throughout the United States. Additionally maintained remote desktops for a National Field Sales force of 2500. Responsible for all hardware and software acquisitions and deployments. Managed a multimillion dollar budget and a team of 125 software programmers, technical analysts, and clerical staff required to meet the global information technology needs of the company. Served on a global task force that developed specialty teams to deliver global solutions for our parent organization, BAT Industries which secured corporate resources while solidifying on time delivery of network and software solutions used to propel business targets. Managed all facets of customer support, implemented call center initiatives to facilitate one of the first online real-time direct mail and product procurement systems. Acted as the direct liaison to over fifty-five senior executives throughout the industry including operations, production, accounting, legal, business development, human resource, corporate communications, public relations, and security. Acted as Chairman and President of the Corporate Employee Activities Program and was a permanent member of the Board that governed all Corporate Contributions.

EDUCATION:

4/1989

Spalding University

US-Kentucky-Louisville

Bachelor's Degree

Bachelor of Science - Business Administration - Spalding University

A four year program emphasizing business programs and electives. I chose to minor in computer science to further round my education, and to add value for potential employers

9/1980

Watterson College

US-Kentucky-Louisville

Associate Degree

Associates Degree - Computer Programming - Watterson College

An eighteen month program concentrating on all aspects of computer design, construction, and management.

Personal References and Salary History are available upon request.