



## PROFESSIONAL SUMMARY

*Vision-driven change agent with career-long record of government contracting consulting, grant consulting, business development, and management success for leading organizations.*

Accomplished Executive with experience in operations, P&L oversight, strategic planning, and operations. Proven talent for aligning business strategy and objectives with established business development and operations management paradigms to achieve maximum operational impacts with minimum resource expenditures. Growth-focused thought leader with expertise spanning strategy development, business writing, government operations, RFP development, sales training, team leadership, operations optimization, risk analysis, business consultation, credit and collections, HR operations, cross-functional team collaboration, marketing initiatives, management development, infrastructure development, technology solutions, and project management. Exceptionally dedicated professional with keen interpersonal, communication, and organizational skills, as well as policy development expertise.

## PROFESSIONAL EXPERIENCE

STRATEGIC GROWTH PROFESSIONALS MARCH 2008-PRESENT

### **President/Senior Consultant**

- Provide support to C-Level Executives of nonprofit and for-profit firms seeking to enter or increase presence within the government contracting and grant sectors.
- Designed and implemented grant management plan process to include but not limited to; database identification, processes from grant award to final reporting, database for effective and efficient identification of grantors and/or grantees for communication purposes, marketing, follow-up, etc.
- Oversee and maintain government and grant pipeline of more than \$500M in active contracts with system integrators, state and federal agencies.
- Developed and implemented policies, procedures, and objectives for company to ensure effective and efficient operations with increased productivity and maximized return of investment.
- Developed and implemented personnel planning, HR policies and procedures, various policies, and procedures necessary within the government contracting and grant sectors.
- Identify and analyze client personnel, processes, dynamics, and key stakeholder, management, and employee process for the purpose of identifying strengths and weaknesses within the organization. Present findings and recommendations to ensure the strengths are maximized within the team and plans and procedures are put in place to ensure the weaknesses are lessened.
- Consult on best business practices to drive client success.
- Evaluate business models to determine appropriate assessment methods and solutions.
- Deliver trainings regarding all changes.
- Identify potential grant and government contracts based on client's core competencies.
- Develop and write proposals based on identified grants and contracts during research.
- Drive team performance through the presentation of effective sales trainings, leadership, and management based on thorough performance analysis.
- Advise non-profit clients regarding various practices, compile grant proposals and applications, and oversee grant activities.
- Offer sales, marketing, and proposal strategies to clients in government sector, identify potential business opportunities, prepare and submit RFP, RFI and FAR's.
- Coordinate and manage operations of government/grant account executive team comprised of 28 professionals.
- Facilitate weekly remote sales meetings, present reports, monitor and discuss both individual and group sales, retention, and quotas.
- Administer employee reviews, prepare reports based on reviews, and recommendations based on findings.

ACE MANAGEMENT GROUP, February 2007 to April 2010

**Proposal Manager**

- Executed full cycle, high volume recruiting in all industries.
- Identify and analyze client business models and practices to gain insight into their needs and goals, delivering a wide array of business plans that spearhead client growth.
- Consult on best business practices to drive client success.
- Advise non-profit clients regarding various practices, compile grant proposals and applications, and oversee grant activities.
- Nurture and grow positive relationships with existing clientele and business owners, as well as potential clients.
- Perform SWOT analysis.
- Liaise with C-level executives to both assess and maximize current business processes, preparing and presenting updates to clients on weekly basis.
- Evaluate business models to determine appropriate assessment methods and solutions.
- Direct development, revision and implementation of various HR policies and procedures, as well as reviewing such policies to ensure full compliance.
- Deliver trainings regarding all changes.
- Identify potential grant and government contracts based on client's core competencies. Develop and write proposals based on identified grants and contracts during research.
- Drive team performance through the presentation of effective sales trainings, leadership, and management based on thorough performance analysis.

United States Army, January 2000 to May 2013

**COMBAT MEDIC**

- Delivered emergency medical care to individuals in both garrison and deployment situations.
- Assessed and triaged patients, developed care strategies, administered medications, and treated various illness and injuries.
- Drafted mission plans, prepared case notes, and maintained all medical records.
- Served as a leader for 38 soldier medics.

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**EDUCATION AND CREDENTIALS**

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MASTER OF ART (M.A.) IN BUSINESS EDUCATION, 2012

*Ashford University*

MASTER OF ART (M.A.) IN MANAGEMENT ACCOUNTING, 2007

*University of Phoenix*

MASTER OF ART (M.A.) IN HUMAN RESOURCE MANAGEMENT, 2005

*Troy State University*

BACHELOR OF ART (B.A.) IN BUSINESS PSYCHOLOGY, 2005

*Hawaii Pacific University, Graduated Cum Laude*

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**AWARDS AND HONORS**

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- Received the President's Host Award, from Hawaii Pacific University

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## **PROFESSIONAL AFFILIATIONS**

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- Psy Chi Honor Society Member
- Economic Development Committee Member, National Small Business Association
- NAWIC Pikes Peak Chapter 356

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## **VOLUNTEERISM AND LEADERSHIP**

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- Coordinated and spearheaded support group dedicated to veterans suffering from PTSD as result of deployments and/or sexual assault while serving.
- Volunteer softball coach for 15 years for girls ranging in age from 8-17
- Over course of career, supervised total of approximately 123 individuals

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## **ADDITIONAL INFORMATION**

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**Languages:** English and Spanish