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OBJECTIVE

To attain a position that allows for the furtherance of my career in logistics/operations/management by using the skills that have been acquired through a varied and rich work history with a common sense and people-oriented approach.

SKILLS

- Carry out directives and policies in an efficient and timely manner
- Communicate complex data in an understandable way
- Accomplished communication skills in intimate and public settings
- Accomplished report writer
- Accomplished project management skills
- The ability to research, analyze and interpret data
- Interpret business operations through analyzing all aspects of the organization
- Thorough knowledge of software technologies and uses
- Sound confrontation and problem resolution principles
- Risk Management / Claims Management
- Ability to fulfill duties of overall Logistics / Operations / Management in overextended scope of work environments including Catering, Facility Soft & Hard Management, Welfare & Recreation, IT Services & TELECOM, Technical Services including Utilities, Landscaping, Roads and Grounds Maintenance
- Ability to work and lead a large number of Company employees
- Accomplished contract negotiation and management skills
- Real Estate/Land Acquisition and planned development experience
- Leadership background

Work History

Amelia Island Plantation Community Association, Inc. (AIPCA)

June 2021 to Present

3 Direct Reports

Community Standards Director

Recruited by the Executive Director of AIPCA, a homeowners association governed by Florida Statute 720. The AIPCA is the master association on the plantation with 33 sub-associations and over 2200 homes. In this capacity while utilizing my CAM license, I am primarily responsible for the application of the Governing Documents and developing the Rules & Regulations which dictate property use and the behavior of owners. In addition, this position is responsible for the operations of the Amelia Island Plantation Architectural Reviews Board (ARB). The ARB is the entity that must approve all new construction, renovations, modification to the exterior of dwellings and all major landscaping projects. During my tenure, I also served as the interim Facilities Director responsible for all common property, initiation and oversight of all capital projects and implementation of the Tree Canopy Study project.

Hurley & Associates, Inc.

July 2018 to December 2020

Northeast and Mid-West

General Manager

Following the disaster relief efforts in Puerto Rico, one of the companies that resided in my basecamp hired me to run Hurley & Associates, Inc., which specializes in predictive maintenance using infrared technologies from helicopters, vehicles, and groundwork. We worked for power companies and scanned their transmission, distribution, and sub-stations power systems. In this position I worked with power company representatives to schedule, implement and execute contracts. I managed the operation and logistics of providing crews, coordination and needed assets in pursuit of executing services. We were a final bidder in providing Puerto Rico said technologies for the power grid rebuild contract which we were not awarded thus my departure.

Beachview Military Disaster and Relief Logistics
Official Contractor for POWERSECURE / USACE
January 2018 to July 2018
Puerto Rico

Base Camp Manager - Logistics

Following Hurricane Maria and its devastating impact to the power grid in Puerto Rico this position supports the crews from the United States conducting restoration efforts of the power grid. In this position I provide logistic and life support systems for over 600 people in a completely self contained and mobile camp. In this capacity we arrange and facilitate delivery of A/C sleeping solutions, meal services, housekeeping, laundry and maintenance services, fueling service, electrical solutions, sanitization and medical help. We managed contracts for all acquisitions of materials, supplies and personnel and provided HSE support. Every aspect of camp operations are governed by the base camp manager.

Property Management Systems, Inc.
06/01/2010 to 01/15/2018
Florida

Community Association Manager

This position consulted and provided support to boards of directors for many entities for legalities, tax filing, corporate filings, contract management, risk management, accounting, insurance claims and provided community interaction and development. While employed by PMSI I managed most of Summer Beach, new developments and complex associations in Jacksonville and Gainesville totaling 3500 doors.

Tracy Fendig P.A. dba/ The Fendig Group /Keller Williams – Atlantic Partners
August 2013 to Present
Florida

Licensed Sales Associate / Owner

Owner in a real estate company that specializes in residential and commercial sales. Rental management and community association management consulting. Skilled in land acquisition for development.

White Oak Plantation

A subsidiary of Gilman Paper Company

January 1994 – 1/31/2010

Florida

VP & Director of Operations - (128 Direct Reports)

In this position I managed all departments that support the operations of White Oak and managed the daily operations of a sixteen-million-dollar company with respect to General Administration, Vehicle Services, Information Systems, Accounting and Purchasing, Central Receiving and Inventory Control, Operational and Capital Budget Management, Asset Acquisition Management and Tracking, Outside Vendor Management and Contracting Management, Risk Management and HSE support. Responsible for creating systems and processes for operational reporting through extensive IT experience in SQL platforms.

**Fernandina Beach – Yulee Chamber of Commerce -
2010 - 2016**

Chairman of Government Affairs

Chairman of the Board 2014

Nassau County, FL

The Chamber of Commerce is a member based community organization. As chairmen of the government affairs committee my position interacts with elected officials on a regular basis providing input on policies and representing the business community in regards to local municipalities. This position also works with the legislative delegation of the seven Northeast Florida counties to establish state level policies as they affect Northeast Florida.

Nassau County Code Enforcement Board

2013 – June 2018

Nassau County, FL

Chairman - 2016

Member of a quasi-judicial board appointed by the board of county commissioners to review and make judgements based on facts presented of violations to the Nassau County Code Ordinance.

**Nassau County Planning and Zoning Board –
2006 – May 14, 2008
Nassau County, FL**

Board Member -

As an appointed county official, this board position was one of seven that sat in a quasi-judicial capacity in order to conduct county growth management business. This board is responsible for recommending to the Nassau County Board of Commissioners its recommendations for land development issues and ordinances. Knowledge of Florida Growth Management laws and its effect on county government and dictates in regards to development is crucial in this position. In this position the board member must have progressive analytical skills in order to interpret state laws, county ordinances as well as the inter working of the growth management process to effectively serve the public. We successfully drafted several different ordinances, built collaboration and support from constituents, presented the technical data to elected officials and eventually presented the data at public hearing after which they were codified.

Vice-Chairmen

**Nassau County Planning and Zoning Unified Land
Development Ordinances – Steering Committee**

A committee that was formed by the board of county commissioners tasked with re-writing the land development ordinances for Nassau County in order to comply with state statutes. We were responsible for the drafting of ordinances for several key issues. In order to complete this thorough technical understanding of the issues was crucial and achieved. We successfully drafted several different ordinances, built collaboration and support from constituents, presented the technical data to elected officials and eventually presented the data at public hearing after which they were codified.

**Prior Work History
Inacomp Computer Centers**

Brunswick, Georgia
1/1986 – 8/1991

Owner/Director of Sales

Directed corporate marketing and sales while providing oversight on contract negotiations and pricing for computer systems. Averaged annual sales of 6 million and sold the company in August of 1991.

Achievements and Civic Actions

- United States Coast Guard Merchant Marine Officer – Currently hold an active license to navigate up to 200 miles off shore of vessels up to 100 Gross Tons
- Former Member of the Jacksonville Chamber of Commerce Corner Stone Project
- Board Member of a public Charity in Nassau County
- Youth Leader at local church for 4 years
- Den Leader of local Cub Scout Chapter
- Head Coach of Pop Warner Football Team
- Chairman of Capital Campaign Team, to fund the construction of a private Christian school locally providing education to children from Pre K to 8th grade.