

Nicholas F. Angiulo
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Hainesport, New Jersey 08036
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- EDUCATION:** Rutgers-Camden School of Law, Camden, New Jersey.
- Juris Doctorate, January 1999.
- Rutgers, The State University of New Jersey, New Brunswick, New Jersey.
- Master of Science in Psychology, 1991.
- Monmouth University, West Long Branch, New Jersey.
- Bachelor of Arts in Psychology, 1988.

WORK EXPERIENCE:

A. New Jersey Civil Service Commission (Commission), 3 Station Plaza, Trenton, New Jersey

Manager 1, CSC (Merit System Practices) - Division of Merit System Practices and Labor Relations - October 2004 to present.

- a. Manage and supervise the work of Personnel and Labor Analysts, Human Resource Consultants and support staff, including: reviewing draft appeal and rewrite decisions; supervising the work of support staff; providing appropriate assignments and direction for all staff; and preparing PAR evaluations.
- b. Review and assign incoming Written Record Appeals Unit mail and make appeal assignments, including general eligibility and scoring appeals.
- c. Review and analyze the hearing matters for the biweekly Commission meetings.
- d. Draft rewrite decisions regarding hearing matters as necessary.
- e. Review hearing settlements before presentation to the Commission for acknowledgment.
- f. Review, analyze and prepare as necessary, written opinions and recommendations for the Commission regarding State, county and municipal employee/appointing authority appeals on various issues, including, but not limited to: administrative issues, sick leave injury, discrimination, major discipline, list removal and bona fide occupational qualifications.
- g. Receive and act on inquiries from the public and State, county, and municipal employees and appointing authorities on a wide variety of issues and problems concerning civil service rules, regulations, policies, and procedures.
- h. Participate in alternative dispute resolution as necessary; including mediation efforts with the various county and State agencies (including Burlington County).
- i. Serve as liaison to the Office of Administrative Law and to various other State agencies regarding hearing matters involving predominant interest.
- j. Research and analyze state and federal statutes, case law, rules, and regulations necessary to aid the Commission in performing its appellate, regulatory, hearing, and Commission functions.
- k. Review and/or assist in preparation of initial drafts of rules and policy memoranda.
- l. Assist in administering training regarding major and minor discipline, Title 4A and on other appeal matters (e.g., SLI) to employees and appointing authorities as needed.
- m. Serve as the Commission's senior hearing officer for major and minor discipline and grievance matters since April 2001.

**Personnel and Labor Analyst 4 - Division of Merit System Practices and Labor Relations -
December 2002 to October 2004.**

Performed all of the duties listed above with the exception of managerial oversight.

**Personnel and Labor Analyst 3 - Division of Merit System Practices and Labor Relations -
September 1999 to December 2002.**

Performed all of the duties listed above with the exception of managerial oversight or supervisory oversight prior to May 2002.

**Personnel and Labor Analyst 1 - Division of Merit System Practices and Labor Relations -
June 1998 to September 1999.**

Performed the following duties listed above: d, f, g, h, i, j and k.

**Management and Operations Analyst - Office of Planning and Research -
March 1996 to May 1998.**

- a. Analyzed activities, programs and operating systems to determine effectiveness and efficiency.
- b. Analyzed and interpreted statistical, financial, and operating data.
- c. Developed, wrote, administered, and analyzed results from surveys, questionnaires and other data gathering instruments.
- d. Wrote specific reports based on findings from data gathering instruments.
- e. Performed various types of research, including use of Internet sources.

**Test Development Specialist - Division of Selection and Placement -
November 1993 to March 1996.**

- a. Designed multiple-choice, essay, oral, education and experience or questionnaire examinations for State, County and Municipal job titles. Performed job analyses for each job title. Set passing points for each assembled exam based on statistical analyses of the results. Answered any candidate appeals regarding the examinations.
- b. Implemented a new testing program for the Department of Transportation's engineers. This program included designing and scoring oral and essay exams, designing grading standards and scoring candidate applications for education and experience, and utilizing consultants as item writers. Acted as coordinator between the two departments to ensure that all scheduling, room assignments, training, staffing, etc., was implemented smoothly.
- c. Participated in several Special Projects, many of which included the analysis of existing systems, and focused on modifying/changing existing systems to help streamline operations. All projects included some combination of statistical analysis, literature and/or case research, and written and/or oral presentation of results.
- d. Served as an oral assessor and role-player for several different types of oral examinations.
- e. Reviewed candidate applications to determine job eligibility and testing method for each job title.

**B. Great Golf Learning Center, Middletown, New Jersey
July 1992 to November 1993.**

Golf Professional

Administered professional golf lessons to a variety of clientele.

**C. Rutgers, The State University of New Jersey - Graduate School, New Brunswick, New Jersey
September 1988 to December 1992.**

Teaching Assistant

Served as an instructor for a variety of undergraduate psychology courses.

JOSEPH D. BROSKI

28 Sherwood Lane
Columbus, New Jersey 08022

Home 609.298.4945
Mobile 609.575.1395
JoeBroski@Comcast.Net

GOVERNMENT ADMINISTRATOR WITH STRENGTHS IN MANAGEMENT, HUMAN RESOURCES AND FISCAL CONTROL

Highly qualified administrator offering 11 years at the state level and 5 years at the municipal level. Results-focused and effectual leader with proven ability to coordinate short and long term projects. Possesses an aptitude for proactively identifying and resolving problems – controlling expenditures, maximizing productivity and streamlining procedures to increase efficiency. Strengths in:

- Municipal Administration
- Banking Administration
- Facility Management
- Police Administration
- Training, supervising and evaluating staff
- Personnel Management

PROFESSIONAL EXPERIENCE

Mansfield Township
Burlington County, New Jersey

2005 – Present

Township Business Administrator

Performed the function of municipal CEO as outlined under Title 40 N.J.S.A. This position had been vacant for 12 months resulting in a loss of leadership, delinquency in meeting mandates, an increase in negative human resource issues, loss of grant monies and an unfavorable public relations image. Strong leadership and management resulted in a drastic decrease in employee grievances, improved work performance, increased adherence to municipal zoning ordinances, enhanced public awareness through the media and a recodification initiative. Served on the municipal Planning Board as a Class II member since date of hire.

Selected Results:

- Reorganized the municipal police department by hiring a Public Safety Director, promoting five patrolmen to sergeants and creating a selection process to hire four new patrolmen into vacancies and new positions.
- Increased commitment to the Burlington County JIF's Safety Program resulted in removal from the "Monitor" list to winning eight safety awards in a two-year period.
- Established a monthly preventive maintenance inspection program for the township fleet to ensure safe vehicles and reduced repair costs.
- Realized a savings of \$70,000 on two projects through competitive bidding, rather than award to the Township's engineering firm of record.
- Orchestrated the purchase, design and renovation of a \$7.2 million, 60,000 sq/ft, building on 28 acres to serve as the future municipal building.
- Reorganized the municipal court by hiring new administrators to replace members that were terminated or resigned.
- Facilitated a shared services agreement with a neighboring township which provides additional EMS coverage to both municipalities during daytime hours.

JOSEPH D. BROSKI

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**New Jersey Department of Law & Public Safety
Division of State Police**

1979 - 2004

Twenty-five years of service as an enlisted member with comprehensive experience in the operational, criminal, and administrative functions of police work.

1994 - 2004 Facility & Project Management Unit Head

Served as general manager of facility-related improvement / repair projects involving asbestos and underground storage tank remediation, ADA improvements, gender equality, fire suppression system design and installation, space planning, new construction and renovation to 150 facilities throughout the State of New Jersey. Provided direct interaction with the leasing agents for 30 buildings in the organization's inventory in order to assure contracts were adhered to and improvements to meet changing needs negotiated. Extensive knowledge of the state contract and property procurement system. Ability to read blueprints and plans. Project Manager and liaison between the agency and the Bureau of Risk Management, FEMA and catastrophic insurance carrier subsequent to two natural disasters and events of September 11 to rebuild / restore infrastructure in record time. Developed a rapport based on trust with members of other governmental agencies and private firms in order to carry out the agency's mission. Supervised the Division's space planners, project managers and associated clerical support staff. Ensured compliance with all employee labor relations policies and applicable state and federal regulations and compliance with the Division's policies, as well as state / federal EEO/AA. Was elevated to the position of Facility & Project Management Unit Head. Promoted to the rank of Sergeant-First-Class. Promoted to Lieutenant.

Selected Results:

- Oversaw the management of the newly constructed, 275,000 square foot, Hamilton (Mercer County) Headquarters and Technology Complex (CO August 2003.)
- Compiled and authored the \$250 million, Division of State Police, Fiscal Year 2005 Capital Appropriation Request.
- Authored annual revisions to the Standing Operating Procedures (SOP) pertinent to the Facility & Project Management Unit.
- Project Manager for the design and installation of a \$500,000 fire suppression system at State Police Headquarters and for the design and construction of the Kingwood Station in Hunterdon County (CO 2001) and the historic restoration of the North Wildwood Station.

1994 - 1996 Facility Maintenance Unit Head

Supervised a civilian support staff of 40 people in projects related to improvements and repairs, as well as the maintenance of facilities controlled by the State Police. The disciplines of unit members included HVAC engineers, electricians, plumbers, grounds keepers, painters, janitors, carpenters, locksmiths and storekeepers. Coached supervisors to maximize efficiency and effectiveness in daily performance of their tasks. The various buildings and sites were owned, leased and occupied by agreement; and included police stations, undercover and administration offices, training academy, marinas and radio towers. At the time, the buildings ranged in size from 3,000 to 110,000 square feet. Projects included interior demolition and renovation, emergency generator replacement, implementing a streamlined preventive maintenance program, and the replacement of engineered roofs. Managed seven operating accounts, with limited resources, and still able to stay within appropriated funding.

JOSEPH D. BROSKI

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1993 - 1994 Assistant Medical Officer, Human Resources Bureau

Supervised a physician, two nurses, and six support staff in programs concerning wellness, workers compensation, disability, and health benefits to 3,700 employees. Promoted to the rank of Sergeant.

1984 - 1993 Crime Scene Investigator

As an eight-year member of the Crime Scene Investigation Unit (CSI), led the recovery of physical evidence at 2,500+ crime scenes. Earned a strong reputation in the investigative field for thoroughness and attention to detail. Designated the rank of Detective.

1979 - 1984 General Road Duty Trooper

Received many awards as a uniformed officer over this five-year period for diligent and productive patrol work.

PROFESSIONAL AFFILIATIONS

New Jersey Municipal Managers Association: Member 2005 – Present

Burlington County Joint Insurance Fund: Member 2005 – Present

Elected Chairman, 2009

Seats on Safety and Strategic Planning Committees

New Jersey Municipal Excess Liability & Joint Insurance Funds (MEL)

Seats on Finance and Strategic Planning Committees

Notary Public, New Jersey Department of State

EDUCATION

Seton Hall University, South Orange, New Jersey

Post-graduate Ed.S. Candidate, 2003 - 2005

College of Education & Human Services

Emphasis: Education Administration and Supervision

Seton Hall University, South Orange, New Jersey

Master of Arts, 1992

Major: Education (M.Ed)

Glassboro State College, Glassboro, New Jersey

Bachelor of Arts, 1984

Major: Criminal Justice

Emphasis: Psychology

Camden County Community College, Blackwood, New Jersey

Associate of Arts, 1977

Major: Criminal Justice

HONORS AND AWARDS

- Kappa Delta Pi Educational Honors Society

RELATED EDUCATION

West Point Command and Leadership Program, Egg Harbor Twsp., New Jersey

Sponsored by the New Jersey State Association of Chiefs of Police, (Spring 2000)
An academically demanding 13-week course based on the leadership principles taught at the U.S. Military Academy. Emphasis was placed on the dynamics of organizational leadership; identifying individual, group and leadership subsystems; and methods for the practical application of leadership to organize, motivate and lead subordinates.

State of New Jersey, Department of Personnel, Human Resource Development Institute

- Human resources: Fundamentals of the Legal Environment (September 2006)
- Workplace Discrimination and Harassment (May 2007)
- The How To's of Major Discipline (October 2007)

Federal Emergency Management Agency (FEMA)

- ICS 100 (Aug. 2006), 200 (Aug. 2006), 300 Sept. 2006), 402 (Nov. 2005), 700 (Aug. 2006)

State of New Jersey, Department of Community Affairs

- Basic Course in Land Use and Planning

HIGHER EDUCATION TEACHING EXPERIENCE

2000 – 2001 Adjunct Professor, Atlantic Cape Community College, Mays Landing, New Jersey

Instructed a four credit class for three semesters that convened six hours each week (3 hours lecture, three hours lab), *Introduction to Forensic Science*. The course was designed to instruct police officers and those pursuing law enforcement careers, in the principles of forensic science, with an emphasis in the processing of crime scenes. The interest of the class was maintained through innovative, alternative-medium, teaching aides. Students rated instruction and content of the course very high in an Adjunct Student Evaluation.

COMMUNITY INVOLVEMENT

In 1995, I was elected to the Board of Directors of the New Jersey Law & Public Safety Credit Union (NJL&PSCU); and since 1999 have served as the President. In the past six years, this financial institution has grown from 7,000 to 10,000 members and has experienced an 85% increase in assets from \$20 million to \$37 million. Involvement in this capacity has enabled me to experience the inner workings of a business in the private sector. As a member of the Board of Directors, my responsibilities include the analysis of financial and investment reports, corresponding with the state Department of Banking, involvement with personnel issues, the development of marketing and recruiting plans, and the acquisition of consumer based technology equipment. In 2009, NJL&PSCU earned the distinction of the first ever state chartered credit union to receive a CAMEL - 1 rating from the Department of Banking seven years in a row.

Elected in 2008 to a three-year term on the Mansfield Township Elementary School Board of Education.

ANTHONY CANCRO
36 Navesink Drive
Pennington, New Jersey 08534-5402
(609) 730-1328 - home
amcancro@verizon.net

PROFESSIONAL EXPERIENCE

Township of Edison
Business Administrator/Director of Administration
Edison, NJ
July 2006 to present

Supervise, direct and manage all the day- to - day operations of 800 full-time staff and \$140 m budget. Oversight and administration of departments, divisions, and agencies of the Township including: Public Works, Health, Engineering and Planning, Recreation, Finance, Fire, Police, Purchasing, OEM, Courts and Clerk. Assist in budget preparation, personnel practices, redevelopment projects, smart growth and sustainability efforts and technology improvements. Negotiated eleven collective bargaining contracts. Upgrade municipal infrastructure through Capital Improvement Plans. Instituted e-government systems for residents and constituents.

U.S. Environmental Protection Agency
Chief of Staff
Region 2 - New York, NY
February 2002 to July 2006

Coordinated Agency's policies, programs, regulations and public outreach efforts. Responsible for working with senior staff on critical environmental issues on behalf of Regional Administrator. Worked closely with community based organizations, associations and colleges in implementing policies and programs.

New Jersey Department of Community Affairs - 1986 to 2002
Acting Commissioner
Trenton, New Jersey
October 2001 to February 2002

Lead agency with 1,100 employees and budget of over \$1.1 billion. Responsible for policies, regulations and fiscal aspects of agency including: oversight of county and municipal governments, financial and technical support to community based organizations, enforcement of construction codes and fire safety rules and programs, neighborhood revitalization, smart growth planning, and brownfield redevelopment efforts.

- Chairperson, New Jersey Housing and Mortgage Finance Agency
- Chairperson, Council on Affordable Housing
- Chairperson, New Jersey Redevelopment Agency
- Chairperson, New Jersey Meadowlands Commission

New Jersey Department of Community Affairs
Deputy Commissioner
Trenton, New Jersey
September 1999 to February 2002

Responsible for all operational aspects of the Department including: policies, regulations, fiscal and programmatic areas of the agency and its affiliates

New Jersey Department of Community Affairs
Acting Director, Division of Local Government Services
Trenton, New Jersey
April 2001 to February 2002

Responsible for all operational and management aspects of the Division which provided financial and technical assistance to local governments.

New Jersey Department of Community Affairs
Director, Division of Housing and Community Resources
Trenton, New Jersey
March 1994 to September 1999

Directed 350 employees, \$200 million organization involved with community development, affordable housing, non-profit and faith based programs, fostering development and redevelopment opportunities throughout the State. Represented Commissioner at meetings, events and special functions. Maintained overall responsibility for preparation of annual budgets for federal and state funds.

New Jersey Department of Community Affairs
Assistant Director
Trenton, New Jersey
April 1991 to March 1994

Directed three units involving: administrative grants/programs for housing non-profits, management services for housing placement; and research and policy development of Division.

New Jersey Department of Community Affairs
Manager, Affordable Housing Management Service
Trenton, New Jersey
February 1989 to April 1991

Directed office which provides assistance to municipalities and developers in marketing low and moderate housing.

New Jersey Department of Community Affairs
Special Assistant to the Commissioner
Trenton, New Jersey
1987 to 1989

New Jersey Department of Energy - 1978 to 1987

EDUCATION

Ramapo College of New Jersey
B.S. - Environmental Science/Planning
Mahwah, New Jersey

City University of New York
M.A. - Environmental Science/Education

Rutgers University
M.P.A. - Public Administration and Management

C.P.M. - N.J. Certified Public Managers Program

Leadership New Jersey Program, Class of 2002

BOARDS

HomeFront, Past President/Board Member - Lawrenceville, New Jersey – 2002 to present
Council of State Community Development Agencies - 1999-2001
Commissioner, Housing Authority of the City of Passaic - 1991 to 1996

SUZANNE LOW
842 N. Stillman Street
Philadelphia, PA 19130
(267) 324-3994
suzanne109@comcast.net

WORK SUMMARY:

Executive Director of a Philadelphia non-profit organization for three years; urban and environmental planner for more than 15 years in New York and New Jersey. Excellent administrative and communication skills; extensive knowledgeable of computer programs; experience with staff supervision and agency liaison.

WORK EXPERIENCE:

May 2007-present:
Executive Director
Wissahickon Restoration Volunteers, Philadelphia, PA

Managed day-to-day operations of a non-profit organization, prepared and submitted grant applications, managed organization and grant budgets, organized annual fund-raising event, coordinated volunteer work groups, facilitated public relations activities, coordinated with City agencies, and carried out program activities in keeping with the organization's mission, policies, and plans.

Oct. 2005-Mar. 2006:
Consultant to Potomac-Hudson Engineers

Prepared land use analysis and report for an Environmental Impact Statement (EIS) for a proposed 300-mile rail line that would carry spent nuclear fuel, radioactive waste and other materials from sites through the nation through the Nevada desert to a geologic repository in Yucca Mountain, Nevada.

Mar. 2004-Apr. 2005:
Manager, Environmental Services
Gannett Fleming Engineering, Hammonton, NJ

Group Manager for planning, permitting, and design of transit projects. Work involved cultural and natural resource research, report preparation and environmental permitting documentation. Responsible for work scheduling, staff supervision, and quality control reviews.

Feb. 2002-Nov. 2003
Chief Planner
Ecology & Environment, Inc., New York, NY

Project manager for planning and permitting of marine infrastructure and park projects. Work involved research, report preparation, regulatory permit filing, proposal preparation, and agency coordination.

Nov. 1997-Dec. 2001

Project Manager

Louis Berger Group, Inc., New York, NY

Project manager for planning and permitting of transit, residential and infrastructure projects. Work involved socioeconomic, cultural and natural resource research, staff coordination, report preparation, regulatory permit filing, proposal preparation, public outreach and agency coordination.

Sept. 1991-July 1997

Senior Planner

Stone & Webster Engineering Corporation, New York, NY

Senior planner responsible for planning and permitting of transit and infrastructure projects. Work involved land use and socioeconomic research, report preparation, regulatory permit filing, proposal preparation, public outreach and agency coordination.

Apr. 1987-July 1991

Regional Planner

New Jersey Pinelands Commission, New Lisbon, NJ

Regional planner responsible for reviewing master plans and zoning ordinances of 52 municipalities and seven (7) counties in southern New Jersey to facilitate compliance of local legislation with NJ State and Pinelands environmental regulations; coordinated with state, county and municipal officials; reviewed environmental legislation; and administered a public participation program.

EDUCATION:

B.A., Urban Geography, University of British Columbia

M.A., Community and Regional Planning, University of British Columbia

PROFESSIONAL REGISTRATION(S):

American Institute of Certified Planners (AICP) - No. 007091 (1990) Professional Planner, New Jersey (PP) - No. 33LI00399800 (1989)

Mary Ann E. Minarick
133 Vance Street
Browns Mills, New Jersey 08015
609-735-1166
Fernshadow5@verizon.net

Professional Experience

The Shaw Power Group

July 2007-November 2009

Moorestown, New Jersey

Subcontract Assistant 3/Administrator

- Initiated Subcontractor's Weekly Meetings, followed by Meeting Minute distribution.
- Producing Field Work Orders, Change Order Requests and Change Orders.
- Invoice verification according to Subcontract Agreement, which includes man hours, cost coding and payment breakdowns on invoice processing and payment tracking in Shaw Direct Pending/Paid Program.
- Responsible for month end reports i.e.: Strategy, SDS, Man Hours, Commitment Report and their postings to the Shaw Web Site.
- Updating weekly, the JD Edwards, AS2000 Accounting Program to show all payments and dates and amounts made are correct.
- Updating STATS Tracking Program on invoice payments and execution of Change Orders.
- Updating and tracking all Insurance Expirations.
- Distribution of all documents from conception to execution.
- Forwarding all documents to Document Control.
- Closing out month end for all Unrecorded Liabilities. (URLs)

Experienced in STATS, JD Edwards, Word, Excel, Outlook, and Access.

Reference: David West, Sr. Subcontracts Manager
david.west@shawgrp.com
Dale Mertsch, PSEG Mercer BET Project Site Manager
Dale.Mertsch@shawgrp.com
Robert Smyth, Subcontracts Regional Manager
Robert.smyth@shawgrp.com
Steve Smith, Vice President of Subcontracts

Reason for seeking new employment: Project Finished.

Lennar Family of Builders/US Homes

Woodland Falls Corporate Park

200 Lake Drive East

Cherry Hill, New Jersey 08002

August 2004-July 2007

Systems Coordinator/Senior Estimating Coordinator

- Maintain "Buzsaw" which is Lennar's bidding tool executed online. Update plans, specifications, scopes of work and any other document specific to a Community in the Program. Keep in touch with the Architect in order to keep drawings up to date. This enables both the Field Managers and the Subcontractors have access to the most current information.
- Set up new bid invitations online. Monitor the incoming proposals and notify Subcontractors of a project award.
- Assist in the maintenance of the scheduling and payable program designed by Hyphen Solutions call Build Pro/Pay Pro.
- Contract Administration which includes reviewing the scope of work, insurance review and specifications with the newly awarded Subcontractors.
- Holding classes to instruct Subcontractor's on the application of Buzsaw.
- Assistant to the Sr. Purchasing Manager.
- Processing and coding the billing that came in for payment at the Division.
- Maintain the Payout Schedules for all the communities in the division.
- Assisted the Systems IT Manager with all printer, copiers and computer software.

Experienced in Ocee Plotter and Plans Developer, Citrix, Excel, Prolog, Lotus/Outlook, AS4000, Hyphen Solutions-Build Pro, Buzzsaw and Word.

Reason for seeking new employment: Housing market began to slide; Division was terminated in December 2007.

Sweetwater Construction Corporation

2003-2005

269 Prospect Plains Road
Cranbury, New Jersey

Executive Administrative Assistant to the Executive Vice President of Operations and the Vice President of Interior Construction.

- Produced Contracts, Potential Change Orders, Change Orders, Purchase Orders and Applications for Payment.
- Scheduled Meetings for the Project Managers and produced Meeting Minutes.
- Maintained Profit Reports.
- Along with two Executives, I maintained Projects for five Project Managers of each, were assigned at least 5 Projects each .
- Obtained quotes from vendors for various scopes of work, i.e. electric, plumbing, landscaping, etc.
- Assisted in Closing Out Subcontracts.

Experienced in Ocee Plotter and Plan Developer, Lotus/Outlook, Word, and Prolog and Access.

Reason for leaving: Cost of living had gone up and traveling was too expensive.

The Kaplan Companies

1998-2003

433 River Road
Highland Park, New Jersey

Executive Secretary/Administrative Assistant to V.P. Construction

- Addressed issues with new home owners and resolved their concerns or complaints.
- Logged in drawings, set up computer system and updated field copies.
- Sent out bid packages to the Vendors for various projects.
- Produced Contracts and produced Addenda when necessary.
- Submit to various Building Departments sealed drawings and letters for Projects.
- Updating Accounting of any financial changes in Contracts.
- Updating and delivering drawings to the field when necessary.

Experienced in Ocee Plotter and Plan Developer with tracking program, Excel, Access and Word.

Reason for leaving: Bought a home two hours away. Traveled daily for two years, but trip became too costly.

K.H. Enterprises, Inc.
6 Kilmer Road
Edison, New Jersey 08817

1994-1998

Director of Product Security & Diversion for the Tri-state Area

- **Quality Assurance/Coding Outgoing Product**
- **Monitor contractual agreements with salons.**
- **Verify with Credit Department on any returns or credits due salons.**
- **Perform field inventories over the tri-state area.**
- **Track purchase patterns of salons.**
- **Perform retail outlet buy-outs and identify origin of diverted product.**
- **Surveillance and investigation of contract violations.**
- **Report directly to President of company on activities and violations observed.**
- **Coding product and supervising 5 employees on all aspects of security and coding.**
- **Compiling information to present in court.**
- **Filed 10 suits and won all.**
- **Originally hired in Accounts Payables>Returns Department. Was promoted to Director of Product Security.**
- **Was Awarded Employee of the Year in 1997.**

Experienced in Windows, Excel, Access and Macola.

Reason for leaving: Company closed.

Contact: Mr. Gerry Rodden-General Manager 732-563-2761

EDUCATION

SAINT JOSEPH'S UNIVERSITY Philadelphia, PA

- Bachelor of Science in Criminal Justice, with a concentration in Sociology 9/92-5/96
- Masters of Science in Public Administration and Safety 12/2005, *magna cum laude*

**WORK
EXPERIENCE**

11/03-Pres.

USIS (formerly US INVESTIGATIONS SERVICE) Falls Church, VA

- Team Leader / Senior Investigator working for the United States Office of Personnel Management
- Perform background investigations relative to National Security purposes
- Possess an SSBI Background Investigation for National Security Clearance
- Manage a team of Investigators throughout the Philadelphia and Southern New Jersey geographical region
- Implementation of budgets and overall responsibility to achieve set financial metrics
- Work on several national task forces as the liaison for the Philadelphia region
- Maintain positive relationships with Federal, State and Local government officials

1/02-11/03

URBAN SHELTER, INC. Philadelphia, PA

- Regional Asset Manager for privately owned investment and development firm
- Oversee a staff of eight employees ranging from office managers to laborers
- Responsible for the overall performance of 500 residential and commercial units
- Advisor to the owner on how to enhance the portfolio through either acquisitions or divesting
- Oversee the rehabilitation and development of vacant properties
- Responsible for all human resources and payroll related duties
- Provide the owner with weekly updates on financial performance and cash flow reports

3/99-1/02

NATIONAL PROPERTIES, INC. Malvern, PA

- Responsible for the day to day operations of over 1000 residential units
- Assistant to the Vice President of Operations and in house General Counsel
- Supervise approximately 30 employees at various apartment communities throughout Pennsylvania
- Establish and maintain annual budgets of 5 apartment communities valued at over \$25 million
- Implement, specify, fund, bid and supervise capital improvement projects
- Act on the Owners' behalf, to ensure returns on capital investments are achieved
- Responsible for all aspects of Landlord/Tenant relations, including all legal matters

2/98 to 1/99

UNICARE CORPORATION Philadelphia, PA

- Head of investigations and tracing for the Philadelphia Regional Office dealing with assisting persons applying for medical assistance or other social service needs
- Responsible for initiating investigative and tracing procedures for the Philadelphia regional office.
- Integrated the investigative function into procedures, overall objectives and existing operating procedures
- Responsible for successfully managing an individual caseload as well as advising coworkers on portions of their caseloads

6/90 to 2/98

BRIAN SELTZER PROPERTY MAINTENANCE Narberth, PA

- Owned and operated a successful maintenance contracting company
- Worked with several real estate, property management and law firms in maintaining properties
- Responsible for general maintenance, property upkeep and emergency repair service
- Established a superb reputation for quality work, reliable service and an excellent work ethic

**VOLUNTEER
SERVICE**

- Volunteer firefighter with Narberth Fire Company, 10/92 – 07/03
- Past President and Member of The Board of Directors for The Narberth Fire Company
- Member of The Board of Recreation for The Borough of Narberth, 1/00-07/03

ACTIVITIES

- Lambda Chi Alpha International Fraternity
- Scholarship recipient to Pennsylvania Free Enterprise Week, 6/91

YOGESH SHAH

**270 Grisscom Court
Marlton, NJ 08053
Phone: (732) 763-9197**

Email: yashah05@gmail.com

OBJECTIVE: To obtain a challenging position that will utilize my education, experiences, and professional skills.

XERIMIS INC, MOORESTOWN, NJ

Mar 2005 –Dec 2009.

Clerical-Inventory Clerk

- ◆ Keep up-to-date records for inventory for pre-approved clinical research drugs by supplier using Excel file and keep billing department advised about accrued storage fee for each supplier.
- ◆ Communicate with research call centers for the status of clinical drugs and also reconcile and update data with investigator sites on IVRS(Inter Office Voice Respond System).
- ◆ Prepare all paper work for the disposal of returned and unwanted drugs per procedure.
- ◆ Audit batch records and also reconcile with bulk drug receiving, disposal and closing.
- ◆ Prepare required paper work for delivering medications scheduled to be mailed to clinical sites/clients.
- ◆ Provide detailed information to in house and outside customer inquiries in reference to mailed, disposed and remaining medicines.

YESTERWEAR INC, ELM, NJ

Dec 1998 – January 2005

Printing Supervisor

- ◆ Supervised/controlled all printing process including color matching, screen printing and finished goods.
- ◆ Responsible for damage control and process in timely manner.
- ◆ Plan and organize production time table to meet with delivery dead lines.

HARRIS TEA, PENNSAUKEN, NJ

Mar 1998 – Dec 1998

Quality Assurance Technician.

- ◆ Responsible to maintain the quality of in process and finish product.
- ◆ Responsible to maintain inventory register and reorder purchase level.
- ◆ Analytical test of product before and after packaging.
- ◆ Testing calibration of product.

CHEMTECH CONSULTING INC., Englewood, NJ.

Nov 1997 – Mar 1998

Lab Technician.

- ◆ Analyzed herbicide, pesticide, base, neutral, oil and grease, total petroleum hydrocarbon and polychlorinated biphenyl.
- ◆ Familiar with KD process, Snyder column concentrator, Soxhlet extraction, sonication, gas chromatography system, UV spectrophotometer, pH meter, colorimeter. All type of analytical balance, density and mesh analyzer.

EDUCATION: Bachelors in Science
Major: Chemistry

COMPUTER SKILLS: MS word, MS Excel and Microsoft Outlook, Lotus Notes.

OTHER SKILLS: Strong organizational, analytical, administrative and interpersonal skills. Accommodate changing work priorities and able to work on multi- projects / issues simultaneously for multiple client bases. Have achieved success working with diverse backgrounds through individual or group engagement. Ability to work well under pressure and with time constraints. Can speak and understand Spanish.

RESUME

Randolph D. Terronez
318 N. Main St.
Dodgeville, Wisconsin 53533
Home Phone: 608-319-2121
Cell Phone: 989-387-1160
Email: kobiabuelo@charter.net

OBJECTIVE:

To serve in a high level position for a progressive and caring organization in a small to medium size community.

EXPERIENCE:

August 2009 to Present In Transition

August 2007 to August 2009
County Administrator (Salary - \$75,000)
Iowa County (Dodgeville), Wisconsin

County Population: 24,196
Staff Supervised: 16 Direct
(235 Total County Staff)
Budget: \$27 million - all Funds

December 2002 to August 2007
County Administrator (Salary - \$60,100)
Clare County (Harrison), Michigan

County Population: 31,252
Staff Supervised: 13 Direct/20 Indirect
(174 Total County Staff)
Budget: \$28 million - all Funds

January 2002 to December 2002
In Transition

November 1998 to December 2001
County Administrator (Salary - \$109,144)
Kalamazoo County (Kalamazoo), Michigan

County Population: 238,604
Staff Supervised: 13 Direct/447 Indirect
(1,017 Total County Staff)
Budget: \$76,410,000 Operating Funds

January 1993 to November 1998
County Administrator/Controller (Salary - \$66,500)
Jackson County (Jackson), Michigan

County Population: 155,000
Staff Supervised: 10 Direct/400 Indirect
(900 Total County Staff)
Budget: \$40,000,000 Operating Funds

March 1984 to December 1992
County Administrator (Salary - \$45,000)
Isabella County (Mt. Pleasant), Michigan

County Population: 55,000
Staff Supervised: 8 Direct/175 Indirect
(400 Total County Staff)
Budget: \$16,000,000 Operating Funds

October 1979 to March 1984
Administrative Assistant/EEO Officer
Scott County (Davenport), Iowa

County Population: 150,000
Staff Supervised: None
(800 Total County Staff)
Budget: approximately \$25 million Operating Funds

June to October 1979
Administrative Intern
City of Rock Island, Illinois

September 1978 to May 1979
Research Assistant
Laboratory for Political Research
University of Iowa, Iowa City, Iowa

July to August 1977
Administrative Aide
Personnel Department
City of Davenport, Iowa

February, 1976 to May, 1976 and September, 1976 to May, 1977
Personnel Intern
Human Relations Department
City of Iowa City, Iowa

EDUCATION:

M.A. Public Administration May, 1980
University of Iowa, Iowa City, Iowa

B.A. Political Science December, 1977
University of Iowa, Iowa City, Iowa

ACHIEVEMENTS:

Developed and after Board approval, implemented Board governance structure by reduction of more than 15 committees into 5 committees.

Implemented continuous quality improvement process that increases the quality of services to county residents through employee involvement.

Instituted annual Board of Commissioners strategic planning process identifying short/long range county goals and objectives.

Developed several intergovernmental agreements with municipality for consolidated/shared services.

Converted County government from manual to computerized system of processing day-to-day activity affecting 15 departments.

Planned and coordinated implementation of Countywide Enhanced 911/Central Dispatch resulting in consolidation of dispatch activity.

Coordinated development of county wide voluntary recycling project and a material resource recovery facility.

Awarded Southwest Michigan Quality Council recognition in 2000 and 2001 for the categories of Strategic Planning and Leadership.

Awarded Certificates of Achievement for Excellence in Financial Reporting (GFOA) from 1987 to 1992, from 1994 to 1996, and 1998 to 1999.

Received National Association of Counties Achievement Award for Scott County Jail Health Care Plan, Isabella County Computerization Program and Central Dispatch Program.

Received Certificate of Recognition for Successful Jail Bond Referendum.

Co-instructor university level local government class.

PROFESSIONAL AFFILIATION:

International City/County Management Association (ICMA); Committee service includes Academic Affairs Committee Chairman, 1992/'93; Work Place Diversity Task Force, 1990/'91 & 1993/'94; County Committee, 1986/'88.

National Association of County Administrators (NACA); President, 1989/'90.

Hispanic Network (affiliated with ICMA); Midwest Regional Vice President, 1990/'92.

Wisconsin City/County Management Association (WCMA), 2007 to 2009.

Wisconsin County Executives and Administrators Association (WCEA), 2007 to 2009.

Michigan Local Government Management Association; Board of Directors - 1991/'93, County/Township Managers Committee - 1989, Work Place Diversity Committee - 1989/'92, County Committee - 1987/'89.

Michigan Association of County Administrative Officials; President, 1991/'92; Vice President - 1990/91, Secretary - 1989/90, Treasurer - 1989, Board of Directors - 1987/88.

Midwest School for Managing, Fall 97/Spring 98 Session participant; Community Transformation Project, 1997 to 1998.

American Society for Quality (ASQ), 1998 to 2007.

Rural Partners of Michigan Board of Directors, 2003 to 2007.

Michigan Municipal Risk Management Authority Finance Committee, 2003 to 2007.

Central Health Plan Board of Directors, 2005 to 2007.

Mid Michigan Health Center - Clare -Finance Committee, 2007.

Clare County United Way Board of Directors, Feb., 2007.

PERSONAL/REFERENCES :

Age 54; Two children ages 35 and 28. Member of Dodgeville Kiwanis Club. References available upon request.

Carmen La Verghetta

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Email: toocarm@yahoo.com

BUSINESS, FINANCIAL PLANNING & ANALYSIS CONSULTANT

with expertise in

**Business Development / Business Strategies / Customer Relations
Accounting / Financial Management / Budgeting & Forecasting / Cash Management**

PROFILE

Management:

Proven record of accomplishment in building and operating a professional service businesses ~ Ability to operate outside the typical nine dots and see the bigger picture ~ Design & implement plans to drive successes ~ Creative, Visionary and Confident decision maker ~ Excellent interpersonal skills in developing and maintaining solid relationships with employees, clients and Business Advisors ~ Able to work well in competitive environments, Exhibiting a creative sense of humor.

Business Skills:

Strong Finance & Accounting background ~ Expert in streamlining internal procedures ~ Highly effective accounting and financial management abilities ~ Logical, open-minded thinker ~ Objective planner ~ Leveraging financial opportunities ~ Keen analytical abilities to develop efficient, cost-effective systems that improve business operations and client services ~ Cash management experience

Personal Strengths:

Bottom Line-Oriented ~ Anticipating and Solving Problems ~ Persistent in Project Completion ~ Timeline Conscious ~ Respond Quickly to Change ~ Optimistic & Enthusiastic ~ People Motivator ~

PROFESSIONAL EXPERIENCE

Independent Consulting

04/30/2009 – Present

- Retained as an independent business consultant for various clients working closely with owners and/or senior executives to identify and find viable business solutions to problems.
- Consulted with contracted client to determine needs, providing more sophisticated platforms when necessary to transition into higher level of record-keeping and more efficient administration.
- Managed some or all company's internal finances, interacting with their corporate accounting firms on financial statements and corporate returns. Aid in Negotiating banking and credit relationships for the business.
- Built trusted relationships with clients by being highly accessible and willing to solve problems at all times.
- Built non-competitive network of financial advisors, accountants, and attorneys, thus establishing and maintaining excellent relationships with their clients and advisors.

Contract Consultant

01/01/2007 –

04/30/2009

National Investment Managers, Inc.

A large public held company consisting of national networks of Third Party Administrators (TPA) specializing in the design and administration of Employee Benefit plans for business organizations.

- Month to month contracted as a consultant, to oversee successful transition after selling Benefit Dynamics, Inc. to this company.
- **Managed Benefit Dynamics merger** while developing business by educating / training new owners and staff, transiting services, as well as finessing client acceptance of new management.

12/21/2009

VP Operations & Administration

01/01/1989 – 01/01/2007

Benefit Dynamics, Inc.

A privately owned TPA company providing benefits planning and administration for small, medium and large size companies. Organized and directed company operations over several management functions, including:

Business Development

- **Created successful new company** by strategically combining three existing under- performing administration companies from previous employers.
- **Grew new organization** by expanding business from service agency for life insurance to designing and administering retirement plans, flexible benefit plans, producing customized employee benefits booklets and custom designing new corporate benefits.
- **Developed flexible benefits division** to fulfill growing needs of clients, making them more competitive.
- **Lead company to profitability, increasing client base and company revenues by 50% within first 5 years.**

Benefits Administration & Planning

- Designed and implemented complex benefits plans for clients after conducting needs analysis.
- **Provided money-saving solutions to large Banks & Hospital corporations** by advising them on redesigning benefit programs which would prove more attractive for recruiting and retaining quality employees.
- Continued to monitor needs of clients and suggested service upgrades when necessary.

Marketing

- Acted as **technical consultant** to gain new business and retain and upgrade current customers.
- Designed and implemented winning marketing plans, including Website design, networking, face-to-face meetings, building reputation of service with integrity.

Human Resources

- Hired, managed, and provided education and training of professional / technical and administrative staff of a staff of over 35 employees.

TECHNICAL COMPETENCIES

-
- Microsoft Office Windows 2003, 2007, XP
 - Microsoft Office Suite: Proficiency in Excel, Word, PowerPoint, Access 2003, 2007
 - Actuarial Systems Corporation (ASC) –Retirement plan administration software
 - Custom software development- Benefit Dynamics, Inc. Data Base & Administration System
 - Flexible Benefit Administration & Record-keeping Proprietary System.

AFFILIATIONS & ACCOMPLISHMENTS

-
- Lifetime Member and volunteer for the Center for the Arts of Southern NJ (15+ years)
 - Alternate Chairman of the Evesham Township Zoning Board of Adjustment (10+ years)
 - Member & weekly soup kitchen volunteer for the Camden County Homeless Advocate Assoc (5+ years)
 - Member of the SJ Human Resource Management
 - Member of both the Philadelphia & South Jersey Chambers of Commerce
 - Member of the South Jersey Financial Society of Professional Consultants(SJFSP).
 - Member of the National Association of Insurance and Financial Advisors (NAIFA).
 - Member of the Tri-State Human Resource Association, local chapter of the national Society of Human Resource Management (SHRM).
 - Guest panelist for many trade & HR organizations for various corporate benefit fairs & employee benefit related topics.

12 Hatch Lane
Manahawkin, New Jersey 08050

609-978-2997
tzaverzence@verizon.net

Tina M. Zaverzence

Objective Obtain a position within an organization that used my skills & knowledge

Summary of Oct 05 – Jun 09 FJS Services, Inc. Manahawkin, NJ

Qualifications

Asst. Project Manager/Project Coordinator

- General Contractor-Commercial & HVAC – Assisted the President and Vice President of Operations in determining scope of project and prepare estimates/proposals for same. Performed site visits to project to be estimated. Review drawings for subcontractors needed. Solicitation of bids from subcontractors. Take progress photos. Assist the field personnel with questions and job inquires. Prepare job reports and schedules and spreadsheets such as RFI Log, Submittal Log, Permit Applications, Change Order log, Subcontractor's Bid Worksheet. Prepared close out documentation. Assisted in the field whenever needed. Performed administrative duties as needed, (typing, answering telephones, scheduling, filing)

Township, NJ

Jun 05 - Sept 05 Polistina Associates, Inc. Egg Harbor

Construction Coordinator

- Engineering - prepared on-site inspections of projects going on within the Township. Attended pre construction meetings. Reviewed as-built plans. Assist the Project Engineers whenever necessary.

NJ

Jul 04 - May 05

All-Star Services/ V T Griffin Services, Inc., Pomona,

Project Estimator

- Facilities Management - performed material take-offs of various projects ongoing at the William J. Hughes Technical Center. Site visits of projects to be estimated. Interacted with subcontractors when required. Solicitation of bids from subcontractors. Scheduled and attended preconstruction meetings. Researched new vendors for products. Interacted with supply and ordering of products. Performed administrative duties as required. (typing, answering phones, filing)

April 04 - July 04 Caruso Excavating, Howell, NJ

Engineer

- Site Contractor - performed quantity take-offs of private and public projects for earthwork, storm, water and sanitary sewer using Timberline Estimating Software. Attended pre-construction meetings. Performed administrative duties as required. (typing, answering phones, filing)

May 03 - April 04 Unemployment/Disability (birth of child)

Education

June 2006 Ocean County College, Toms River, NJ
Associate Degree in Civil Engineering Technology
Nov 93 - Jun 95 Atlantic Cape Community College,

Pomona, NJ

Skills

Construction Code Enforcement Certification

- AutoCAD
- Microsoft Windows
- Excel
- Word
- Pay dirt Software
- Timberline
- RS Means/Cost Work
- Archibus

References

Furnished upon request

Tina M. Zaverzence
tzaverzence@verizon.net