

Randy Carter

Hazmat, CBRN-E/ICS/EM/Cybersecurity Instructor/Writer/Exercise Planner

Benton, AR 72019

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Professional Summary

Security Clearance: Active Secret Clearance

Citizenship: USA

Total Years of Experience: 30

Professional Summary

A dedicated experienced professional who balances the necessity of training people, protecting and accounting for property with the need to maintain good relationships with customers and the public. Equally capable of working alone or as a member of a team, and comfortable exercising initiative and solving problems.

Experience course developer with over 15 years development experience using the Analyze, Design, Develop, Implement, Evaluate (ADDIE), and Kirk Patrick's model process in writing, developing, and instructing course material for the DoD, private and public sector. Possess over 36 years of experience working in a DoD and military environment. Effective at writing reports, managing records, and mastering new roles and technologies.

Five years experience teaching GFEBS, DTS, IPERMs, DMILLS, RM Online, ATRRS, AFAM for the United States Army

Three years' experience teaching in a virtual environment using virtual platforms such as Microsoft teams, adobe connect, zoom, go-to webinar, WebEx, WebEx training, google meeting, and go-to training, Learning Management System (LMS), story board, and articulate.

Certified Cybersecurity expert in Attack methodologies, ICS components, Community Cyber Security Maturity Model, Critical Infrastructure Protection, Cyber Incident Analysis, Vulnerabilities, Threats, disaster recovery, cybersecurity risk, cyber intelligence, software, and social engineering.

Three (15) years of experience in the fields of national security, emergency management, public health disaster management, chemical defense, supply chain and logistics, or similar areas.

Fifteen (20) years of emergency management experience. Documented understanding of the FEMA six-step planning process, emergency management exercise programs, and principles. Documented understanding of emergency management response and recovery programs and FEMA's role in coordinating the Federal assistance to support state and local partners.

Five years' experience in Hazardous Materials Operations.

Five Years experience in Antiterrorism Tactics Techniques, and Procedures.

Key Skills

Active Secret Clearance, Research & Analysis, Microsoft Office 365, Strong Critical Thinking Capabilities, Data Collection, Interagency Collaboration, Technical Writing

Report Writing, Provide Briefings, Archive Management, Manager Experience

Planning and Coordination, Team building/Leadership, Training and mentoring/ Management, Supply Chain Management, Incident Command Systems

Safety & Security Inventory Control, HSEEP Exercise Planner, Training Instructor

Emergency Management Instructor, ICS Operations Section Chief, ICS Planning Section Chief, ICS Logistics Section Chief, Basic Life Support Instructor, Advanced Cardiovascular Life Support Instructor, Project Management Professional

Verbal, Interpersonal, and Written Communications, Cybersecurity Exercise Planner, Operations Specialist, Joint Operations Center, Military Liaison, Emergency Operations Center

Certifications

Army Common Faculty Development Course, Army Instructor Trainer Course
Instructor Development Management Course, US Army Facilitators Course
Hazardous Materials Instructor Trainer Course, Incident Command Systems Instructor
Chemical, Biological, Radiological, Nuclear, Explosives (CBRN-E) Instructor
Basic Emergency Management, FEMA Instructional Systems Design Course
Master Exercise Practitioner,
FEMA Instructor Trainer Course
Certified Emergency Manager
FEMA Independent Study Courses, FEMA Resident Courses, Hazmat Courses
Cybersecurity Courses, Antiterrorism Phase I Instructor Certified
Antiterrorism Phase II Instructor Certified, CompTIA, Security Plus

Note: FEMA, Cybersecurity, Hazmat Course Certificates available on request)

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

CBRN-E/Antiterrorism Instructor/Developer/Exercise Planner (Part Time, Contract 1099, Nationwide)

Whitespace Innovations-Huntsville, AL

January 2021 to Present

Responsibilities

- o Conducts Train-The-Trainer courses and serve as a New Equipment Training (NET) Instructor IAW AR 350-1.
- o Conducts indoor classroom-style training in a controlled environment, as well as outdoor hands-on demonstrations and exercises in both the extreme heat and cold for students.
- o Ensures quality instruction for CBRNE/WMD related tasks in personal protective equipment (PPE) for students at a field training site using technology to detect, identify, and neutralize a weapon of mass destruction. Instruction includes hands-on, multi-task performance-oriented training in live agent.
- o Analyzed, Designed, Developed, Implemented, and Evaluated training support products pertaining to the newly revised CBRN-E Course, to include but not limited to POI, Lesson Plans, Student Study Guides, Instructional PowerPoint Slides, and Knowledge-Based Student Performance Checks.
- o Conducted analysis of training and exercises. Analyze, develop, coordinate, and revise community awareness education materials, planning documents, and related products. Developed Apprentice Course POI time schedule to determine multiple instructors requirements for each training day.
- o Review and provide comments on technical manuals, validation efforts, provisioning data, training packages, and other logistics-related deliverables. Planned and developed effective product support strategies to meet established goals for operational effectiveness and readiness.
- o Assist with exercise design and development to meet exercise and training objectives. Provide guidance and input for tool development to meet exercise and training objectives.
- o Serves as Primary Exercise Coordinator, plan unit exercise participation in accordance with HSEEP guidance Participation in Joint and National Exercises.

- o Comply with host facility regulations relevant to safety and environmental issues. Instructs various CBRN tasks and procedures effectively to a wide range of audiences and skill sets, while being able to adapt to their expectations.
- o Researched, wrote and developed client-based procedures related to CBRN defense. Utilized knowledge in CBRN equipment logistics planning and operations experience for equipment research, requisition, accountability, maintenance, calibration, & sustainment.
- o Serves as primary and alternate instructor for the HAZMAT Awareness, Operations, and Technician (I and II) certification courses at training facility, ensuring all training is conducted in compliance with NFPA 1072. Developed and maintained HAZMAT courses by reviewing and updating the Operations and Technician level LPS and slide presentations to ensure IFSAC standard compliance.
- o Assisted with completing HAZMAT courses course revisions and updates on the lesson plan, practical exercises, and performance tests for future courses. Configured scenarios with “simulated” emergency hazards for realistic, safe, and detailed props; creating a holistic realism for the “best” HAZMAT training.
- o Identifies specific administrative requirements for personnel attending the CBRN Responder courses. Maintained equipment cages to assist in accountability of resources used within the HAZMAT Responders course section.
- o Collaborates with subject matter experts to create and update training materials, ensuring they are current and aligned with the latest anti-terrorism strategies and tactics
- o Leads engages students in informative training sessions, both in a classroom and hands-on setting, to impart anti-terrorism concepts, techniques, and procedures. Assist participants in understanding the threat landscape, risk analysis, and counterterrorism measures specific to their industry or environment.
- o Conducts realistic terrorism response simulations and drills, that challenge students to apply their knowledge in practical real world scenarios. Presents real-world case studies of past terrorist incidents, highlighting lessons learned and best practices in responding to such situations.
- o Educates students on the legal and ethical aspects of counterterrorism, including the use of force, human rights, and international law. Provides constructive feedback to participants, track their progress, and assess the effectiveness in the classroom.
- o Reviews lessons learned, after action reviews, training literature, army field manuals, Army Tactics, Techniques, and Procedures to stay current with evolving terrorism trends, threat assessments, and counter-terrorism strategies through ongoing professional development.

Hazardous Materials Instructor

Compliance Solutions-Denver, CO

November 2020 to Present

- o Provide Subject Matter Expertise for hazmat course development and delivery. Performed Lead Instructor duties and ensure accomplishment of all training objectives for assigned courses.
- o Evaluate and coordinate in-service training. Maintained and managed files and documents related to course requirements. Assist with the review of curriculum to ensure consistency with National Standards and acceptable guidelines. Monitored daily attendance students attending training classes.
- o Deliver disaster preparedness and response training to professional audiences through lecture and hands-on exercises.
- o Monitor, evaluate, and recommend corrections for dangerous conditions that are observed or occur in the classroom and training sites.
- o Lead instructor on Hazardous Material Course e.g... 8 Hour DOT Hazardous Materials Awareness, 24 Hour HAZWOPER, 40 Hour HAZWOPER, 8 Hour DOT Hazardous Materials Awareness Refresher, 8 Hour HAZWOPER Refresher, Hazardous Materials Emergency Response, Hazardous Materials Technician, and Chemical, Biological, Radiological, Nuclear Explosive, and Weapons of Mass Destruction Courses.
- o Lead Instructor Weapons of Mass Destruction, Chemical, Biological, Radiological Courses, Radiological Emergency Management Course, Chemical Sector Security Awareness Course, Terrorism and Weapons of Mass Destruction Course.
- o Lead Instructor Foundational Concepts of Chemistry Course, Chemical and Physical Properties Course, Applied Radiological Response Techniques (Survey and Planning) Course.

- o Lead Instructor Hazardous Waste Management Course, Bloodborne Pathogens Course, Respiratory Protection Course, Emergency Response Technician Course, and Incident Commander Hazardous Materials Course.

- o Lead Instructor Hydrogen Sulfide Safety Awareness for Oil and Gas Course, Hydrogen Sulfide Safety Awareness Course, OSHA Confined Space Course, and Emergency Preparedness Course.

Instructional Systems Designer

ZemiTek, LLC (Contract USAID)-Washington, DC

January 2022 to December 2024

- o Designing and structuring complete learning programs, including course outlines, learning objectives, and assessment

- o Writing course materials, developing interactive activities, creating multimedia elements like videos and presentations, and designing eLearning modules

- o Working with subject matter experts to ensure accuracy and relevance of course content

- o Identifying learner needs and tailoring instruction accordingly

- o Utilizing established learning theories and best practices to structure effective learning experiences

- o Creating appropriate assessments to measure learning outcomes, including quizzes, projects, and performance evaluations

- o Selecting and utilizing appropriate learning management systems (LMS) and authoring tools to deliver online courses

- o Analyzing learner feedback to improve course content and delivery methods

- o Providing training to instructors on how to deliver the developed curriculum

Cyber Security Instructor

TIME Systems-North Little Rock, AR

May 2022 to September 2023

Responsibilities

- o Instructed, developed, and updated virtual, printed, and computer-based training materials and tests for Cybersecurity courses, adhering to DoD regulations.

- o Proficiently delivered virtual training using various software modalities.

- o Provided instruction for courses such as CISSP, CASP, Sec+, and Network Security, and others, as required.

- o Conducted classroom instruction, maintained instructor certification, and evaluated student performance.

- o Collaborated with a diverse team of instructors and government personnel for in-residence and remote courses. Keep current with industry certifications. Administered exams, record results, and provide student critiques.

- o Developed, researched, and maintained IA courseware and materials, following government guidelines. Reviewed and updated course documentation quarterly to reflect current technology and training needs. Collected and analyzed student and customer feedback for continuous improvement.

- o Attended meetings and conferences to stay informed and contribute to curriculum development. Worked with government personnel to establish courseware prerequisites. Recommended new courses and training material as needed.

- o Lead Instructor for Cybersecurity Security Plus Course, Certified Information Security Specialist Program Course, Preparing for Cyber Attacks and Incidents Course, and Cybersecurity Fundamentals Course,

Mid-Level Exercise Planner

OTH Solutions-Denton, TX

May 2021 to April 2022

Responsibilities

- o Possessed a sound understanding of emergency management response programs and FEMA's role in coordinating the federal response to support state and local partners, good critical thinking and writing skills, and the ability to facilitate complex discussions with stakeholders.

- o Lead team action planner for the close coordination between staff and stakeholders to maintain collaborative team member contact information, track tasks/actions, and coordinate preparation, execution, and after-action notes for collaborative sessions (leader meetings, work groups, updates).

- o Conducted research and analysis to support deliverables of exercise planning.

Assisted with and facilitated work groups throughout the project. Conducted research and analysis to support deliverables preparation.

- o Assisted with and facilitated work groups throughout the project. Assisted with plan refinement, tabletop exercise implementation, and plan socialization. Established and maintained relevant project schedules.

- o Responsible for aiding in own self-development by being available and receptive to all training made available by the company. Planned daily activities within the guidelines of company policy, job description and supervisor's instruction in such a way as to maximize personal output.

- o Executed and completed work assignments as exercise planners, observers, controllers, and evaluators via task through the delivery of high-quality products and services by deadline from an on-site or remote.

- o Lead groups of stakeholders to design, analyze, conduct, and evaluate discussion-based and operations-based exercises to examine emergency management plans, processes, and procedures.

- o Developed exercise materials in one or more of the following areas: performing in real-world roles and responsibilities involving incident or unified command, emergency management, fire, law enforcement, counterterrorism/WMD terrorism response operations, and cybersecurity.

- o Lead and provided support to preparedness exercises while performing various exercise roles, such as an exercise director, observer, controller, evaluator, facilitator, safety officer, and simulation or white cell. Comprehensive understanding of the National Incident Management System (NIMS), Incident Command System (ICS), Presidential Policy Directive 8 planning frameworks and federal interagency operational plans; and the Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans.

- o Member of a planning team that executes the FEMA six-step planning process to develop deliberate plans that describe and detail a federal concept of operations to respond to and recover from catastrophic disasters. Team action planner for the close coordination between staff and stakeholders to maintain collaborative team member contact information, track tasks/actions, and coordinate preparation, execution, and after-action notes for collaborative sessions (leader meetings, work groups, updates).

- o Conducted application briefings that outlined the Public Assistance program delivery process (Grants Portal, application process), program deadlines, eligibility criteria, project funding, hazard mitigation, compliance requirements, and administrative requirements.

- o Comprehensive understanding of hazard mitigation plans and strategies, development of hazard mitigation plans, conducted updates and reviews of hazard mitigation plans. Proficient in the use of the Benefit Cost Analysis Toolkit 6.0, Public assistance Grants Portal, Hazard Mitigation Grant Program (HMGP)

Cyber Exercise Planner

Innovative Developers-Arlington, VA

August 2020 to August 2021

Responsibilities

- o Recommended, coordinated integrated, and installed various operating systems required to build and operate a cyber training to support the development of tactics, techniques, and procedures (TTPs) intended to challenge and certify cyber operators.

- o Plan and manage associated unit participation in exercise events and inform leadership on process initiatives. Assist with exercise design and development to meet exercise and training objectives. Provide guidance and input for tool development to meet exercise and training objectives.
- o Serve as Primary Exercise Coordinator, plan unit exercise participation in accordance with HSEEP guidance Participation in Joint and National Exercises. Maintain relevant system accounts and ensure training objectives, lessons learned, and after-action reports are updated as needed, understands and utilized the Plan, Brief, Execute, and Debrief (BED) process, attend exercise planning events as needed.
- o Conduct exercise design and development to meet exercise and training objectives. Provide guidance and input for tool development to meet exercise and training objectives. Provide guidance and input for tool capabilities and implementation. Serves as Primary Exercise Facilitator.
- o Provides support in the conduct of Cyberspace Intelligence planning supporting combined/joint exercise and training events. Reviews and reports on Strategic Guidance applicable to cyberspace intelligence support to exercises and training. Assesses Intelligence Planning and recommend production adjustments necessary to support combined/joint exercises and participate as required.
- o Assists exercise intelligence planners in the full range of exercise development, including exercise objective development, cyber scenario development, intelligence support scripting, cyber MSEL (Master Scenario Event List) events development, and implementer products. Provides support to exercise execution, including white cell participation, assessment, and After-Action Report collection, preparation, and presentation.
- o Collaborates with stakeholder seniors and SMEs as required within the DOD (USCYBERCOM/DISA), Law Enforcement (FBI, Secret Service, etc.), and Intelligence Community (NSA, ODNI's Cyber Threat Intelligence Integration Center (CTIIC), Cybersecurity Infrastructure Security Agency (CISA), and all other government and private sector stake holders as appropriate.
- o Planned, Conducted, Facilitated the following table-top exercises CYBER STORM, NATIONAL LEVEL EXERCISE, CYBER GUARD, CYBER FLAG, GRIDEX, VIGILANT SHIELD, ARDENT SENTRY, and other smaller-scale exercises for the Cybersecurity Infrastructure Security Agency (CISA)
- o Provided day-to-day assistance to Cybersecurity Infrastructure Security Agency (CISA) and stakeholders with cyber range development, troubleshooting, and scenario creation during all exercises, training, and mission execution. Installed and configured network hardware and software components in support of exercise, training, and mission execution activities.
- o Assist with recommending, coordinating, integrating, and installing various operating systems required to build and operate a cyber training range to support the development of tactics, techniques, and procedures (TTPs) intended to challenge and certify cyber operators. Planned and managed cybersecurity table-top exercises and associated stakeholder participation in exercise events and inform leadership on process initiatives.
- o Assisted with exercise design and development to meet exercise and training objectives. Provided guidance and input for tool development to meet exercise and training objectives. Provided guidance and input for tool capabilities and implementation.

Emergency Management Exercise Planner (Part Time, Contract 1099)

CDR Maguire-Frankfort, KY

January 2020 to June 2021

Responsibilities

- o Coordinated the emergency preparedness and coordinated response plans with state agencies, municipalities, public safety agencies, regional mutual aid forces, and volunteer service agencies in the planning, response, recovery, and mitigation of emergencies and disasters.
- o Communicated and coordinated emergency procedures; maintains personnel and emergency resource materials information; coordinates operational drills in preparation for emergency situations; responds to emergencies and coordinates resources according to plans.
- o Created Scenario Events List (MSEL) and inject development to support stakeholder exercise objectives, concepts and objectives meeting, initial planning meeting, mid-term planning meeting, and final planning meeting products. Responsible for planning exercises for all types of disasters, developing planning products for discussion based and operations-based exercises.

- o Partnered with subject matter experts to develop effective and accurate scenarios for functional full-scale and tabletop exercises, seminars, workshops, and drills. Developed and coordinated logistical components in support of exercises and training events, provided input to post-exercise assessments of strengths and areas for improvement. Provided presentations and briefings on exercise design and function to senior leadership.

- o Extensive experience and understanding of public health emergency preparedness and response and emergency management. In-depth knowledge of the National Incident Management System (NIMS), the Incident Command System (ICS), the Centers for Disease Control and Prevention (CDC) Public Health Preparedness Capabilities, FEMA's Comprehensive Preparedness Guide (CPG) 101, and other recognized standards and best practices in public health emergency preparedness and emergency management.

- o Experienced in emergency planning and/or developing and formatting complex documents, experienced in using Incident Command System (ICS) in the response to emergencies. Lead emergency preparedness team meetings and update emergency management plans. Conducted organizational threat, hazard, and risk assessments to prioritize focus on prevention, preparedness and risk recovery initiative.

- o Developed products and job aids to use within training courses, such as but not limited to exercises that focus on major operational concepts and principles related to disasters: hurricane, flooding, tornadoes, drought. Applied emergency management doctrine such as the National Incident Management System (NIMS), National Preparedness Goal (NPG), and Homeland Security Exercise and Evaluation Program (HSEEP) for exercise design, conduct and evaluation.

- o Worked with a variety of stakeholders at the local, county, state, regional, and federal levels, including response organizations, law enforcement, military/National Guard, and public health agencies.

EMERGENCY MANAGEMENT INSTRUCTOR/WRITER/DEVELOPER

NATIONAL GUARD PROFESSIONAL EDUCATION CENTER, ANGELO GROUP-North Little Rock, AR

April 2018 to October 2020

Responsibilities

- o Responsible for developing, preparing and presenting emergency response training program including curriculum, course evaluations, and maintaining training records. Responsible for reviewing Programs of Instruction (POI) and training schedules for accuracy, identifying equipment and material shortages and arranging for equivalent training with the properly submitted addendum.

- o Responsible for controlling test materials and the conduct of instruction IAW current TRADOC Regulations. Maintains the Emergency Management Training program and the multi-year training calendar acts as the primary evaluator for drills and exercises, assessments, and after-action reviews conducts regular training exercises and drills to test emergency preparedness plans, procedures, equipment, and operational readiness.

- o Serves as the primary instructor for all emergency preparedness training to include personal protection equipment, individual training, and specific related emergency plan. Conducted research, prepared reports, developed meeting minutes or writeups, and may format and edit final deliverables for the team prior to distribution to clients.

- o Utilizes the Homeland Security Exercise and Evaluation Program (HSEEP) principles to support development and delivery of exercises to test and assess client's emergency plans and procedures.

- o Analyzes, designs, develops, and validates training products and resourcing documents for Incident Command Systems Courses, Emergency Management Courses using the Systems Approach to Training (SAT) process for ARNG Component personnel to perform critical tasks identified within their emergency management role. Developed and Analyzed Courseware using the ADDIE process and Kirk Patrick's model of developing training products. Applied Systems Approach to Training (SAT) and its suggested model, Analysis, Design, Development, Implementation and Evaluation (ADDIE) Model Process and Adult Learning Theory to develop training courseware in accordance with Training and Doctrine Command, TRADOC Regulations and Pamphlets.

- o Working as part of a team, supports project manager, deputy project manager, and clients by developing deliverables, managing projects and tasks as assigned, and providing subject matter knowledge. Responsible for the implementation of work under the direction of the Project Manager to ensure task milestones, schedules, and requirements are met. Develops products, supports scheduling and arrangement of facilities, equipment, and resources, and supports other efforts to ensure timely, cost-effective delivery of program and objectives.

- o Designed and administered emergency or disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters. Evaluate Course Analysis data to ensure accuracy based on regulatory guidance TRADOC PAMPHLET 350-70-1
- o Coordinated, planned and conducted emergency management related emergency preparedness and response training, periodic disaster drills and exercises with applicable county departments, other government agencies, community agencies involved in public health emergency preparedness and response, as well as the general public, to meet or exceed standards set forth by the Army.
- o Primary Trainer/Writer/Developer of all Emergency Management Courses, HSEEP Courses, Incident Command Systems (100, 200, 300, 400, 700, 800) Courses for the ARNG.
- o Primary Trainer/Writer Developer of Anti-Terrorism Phase I and Phase II Course for the United States Army
- o Responsible for the coordination, deconfliction, and integration of various force protection processes, assessments, and activities across the installation. Demonstrates in-depth knowledge of Antiterrorism and Force Protection to provide effective guidance, training, and direction to assigned organizations and activities. Evaluates unit and tenant unit practices and activities to ensure compliance with directives and integration with other security and related programs.
- o Assisted and supported efforts to update the Continuity Plan template and training associated with the recent Presidential Policy Directive 40 (PPD-40): "National Continuity Policy," in accordance with the provisions of the Department's DOE O 150.1A (Continuity Programs) to include annual revisions of the Headquarters' Continuity of Operations (COOP).

Supervisor/Chief Instructor/Installation Emergency Manager

US Army-Fort Pickett, VA

January 2015 to March 2018

Responsibilities

- o Primary Trainer/Writer/Developer of all Emergency Management Courses, HSEEP Courses, Incident Command Systems (100, 200, 300, 400, 700, 800) Courses for the ARNG. Assist students during logistics and field exercises, computer simulations, and student projects by the use of their leadership and sustainment expertise. Provided platform, hands-on instruction, classroom instructions, course content review, administer students' assessments, evaluations, and end of course critiques in support of all training courses.
- o Analyzed, Designed, Developed, Implemented, and Evaluated Emergency Management Instructor Guides, Student Manuals, Handbooks, Job Aids, Programs of Instruction, Course Management Plans using the ADDIE process for developing training materials. Leading Courseware developer for Advanced Leadership Training Course, Senior Leaders Course, 11B Military Occupational Skills Course, and 11C Military Occupational Skills Course. Lead Trainer using blackboard to administer training, tests, training products, and job aids that supported the Total Army School System.
- o Developed training products using web applications to deliver internet-based training modules for customers. Developed computer-based training products for customer needs in online training and self-development. Led several discussion-based training courses via virtual training and conference training calls.
- o Responsible for implementing, submitting corrections and revisions of all course management plans, training support packages, and programs of instructions that support training. Developed evaluation criteria for all instructors that train personnel in a training institute that resulted in twenty instructors receiving the Master Instructor Badge of excellence.
- o Emergency Manager for the Installation and Lead Exercise Planner for the Installation. Created Scenario Events List (MSEL) and inject development to support stakeholder exercise objectives, concepts and objectives meeting, initial planning meeting, mid-term planning meeting, and final planning meeting products. Responsible for planning exercises for all types of disasters, developing planning products for discussion based and operations-based exercises.
- o Partnered with subject matter experts to develop effective and accurate scenarios for functional full-scale and tabletop exercises, seminars, workshops, and drills. Developed and coordinated logistical components in support of exercises and training events, provided input to post-exercise assessments of strengths and areas for improvement. Provided presentations and briefings on exercise design and function to senior leadership.

- o Lead Exercise Planner of a planning team that executed the FEMA six-step planning process to develop deliberate plans that describe and detail a federal concept of operations to respond to and recover from catastrophic disasters.

- o Worked extensively with Joint, DOD, combatant command operations and requirements related to training and education development throughout my career to enhance the soldier's ability to learn the course material and have a better understanding of the training they were receiving.

- o Demonstrated the ability to translate requirements and observations into clearly defined written products (briefings, reports, White Papers) in short timeframes with little or no supervision that clearly indicated to higher command echelons my ability translate my observations into briefings, reports, and White papers they could understand the requirements and my observations.

- o Supervised and mentored 24 team members in 100+ training courses. Identified vulnerabilities and overcame shortfalls for all operational course instruction conducted with specialized training and success confirmed with the unit passing their accreditation as a training schoolhouse.

- o Senior Manager of all courses conducted at the training academy. Developed a comprehensive tracking spreadsheet that was used to request, coordinate, and acquire all training resources such as ranges, training aids, ammunition, transportation requirements, and food service requirements for all training courses that supported training.

- o Responsible for collecting student administration data, documenting training progress of all students, and maintaining accurate student files that was used in determining graduation requirements. Schedule, prepare, set up, and draw equipment during the preparation phase; assist with and evaluate during the execution phase; tear down, collect, and turn in all equipment during the recovery phase associated with indoor and outdoor field events and graduations.

- o Plan, organize and administer activities of a county-wide, installation-wide all hazard emergency management program to promote preparedness, mitigation, response, and recovery. Prepare and implement the division budget. Develop and maintain plans and programs as necessary for the timely and efficient delivery of emergency services to citizens of the county, and installation that is consistent with statutory requirements, resulting from natural or man-made emergencies or disasters. Plan training and exercises with partner groups and agencies to enhance preparedness and test plans. Oversee the Emergency Operations Center (EOC) and train EOC staff. Perform related work as assigned.

- o Plans, organizes, monitors and controls performance of assigned division in conformance with objectives, Emergency Management Performance Grant requirements, plans, schedules and budgets. Maintains the office of emergency management facilities as necessary to ensure that key personnel can direct and control operations during emergency situations.

- o Coordinates emergency management with dispatch centers and establishes internal procedures to conduct coordinated operations during emergencies. Initiates and maintains contact with Virginia Emergency Management (VEM) and the Virginia Emergency Response System (VERS) immediately during and/or following a major emergency or disaster.

- o Coordinates damage assessment activities during and following an emergency to ascertain the degree of damage incurred throughout the county that will drive an emergency declaration. Prepares emergency declaration documents for Post Commander's signature. Coordinates the development of local government and installation emergency operations plans, outlining the action of local resources during an emergency or disaster situation, and identification of key personnel that would be utilized in the management of major emergencies.

- o Establishes and maintains current roster of key personnel to be contacted and alerted for specific duties during an emergency. Establishes and maintains a community shelter plan consisting of a list of suitable shelters, the capacity these facilities can accommodate during an emergency situation and obtains agreements from building owners to use them during emergencies.

- o Establishes training and exercises to rehearse local and County emergency operations plans, improve the proficiency of key response and recovery personnel, and practice public information operations. Coordinates release of factual information which is imperative to survival and protection of property during actual emergencies. Utilizes all available news and social media to provide an orderly and informative means of getting emergency instructions to the public.

- o Responsible for the coordination, deconfliction, and integration of various force protection processes, assessments, and activities across the installation. Demonstrates in-depth knowledge of Antiterrorism and Force Protection to provide effective guidance, training, and direction to assigned organizations and activities. Evaluates unit and tenant unit practices and activities to ensure compliance with directives and integration with other security and related programs. Primary Trainer/Writer Developer of Anti-Terrorism Phase I and Phase II Course for the United States Army

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Installation Emergency Manager/Emergency Exercise Planner

US Army-Virginia Beach, VA

August 2012 to December 2015

Responsibilities

- o Supervised and mentored 75 team members both military and civilian employees in daily operations of the Installation. Responsible for training, administrative support, supply, emergency management, and all personnel actions for the Installation.

- o Plan, organize and administer activities of a county-wide, installation-wide all hazard emergency management program to promote preparedness, mitigation, response, and recovery. Prepare and implement the division budget. Develop and maintain plans and programs as necessary for the timely and efficient delivery of emergency services to citizens of the county, and installation that is consistent with statutory requirements, resulting from natural or man-made emergencies or disasters. Plan training and exercises with partner groups and agencies to enhance preparedness and test plans. Oversee the Emergency Operations Center (EOC) and train EOC staff. Perform related work as assigned.

- o Plans, organizes, monitors and controls performance of assigned division in conformance with objectives, Emergency Management Performance Grant requirements, plans, schedules and budgets. Maintains the office of emergency management facilities as necessary to ensure that key personnel can direct and control operations during emergency situations.

- o Coordinates damage assessment activities during and following an emergency to ascertain the degree of damage incurred throughout the county that will drive an emergency declaration. Prepares emergency declaration documents for Post Commander's signature. Coordinates the development of local government and installation emergency operations plans, outlining the action of local resources during an emergency or disaster situation, and identification of key personnel that would be utilized in the management of major emergencies.

- o Establishes and maintains current roster of key personnel to be contacted and alerted for specific duties during an emergency. Establishes and maintains a community shelter plan consisting of a list of suitable shelters, the capacity these facilities can accommodate during an emergency situation and obtains agreements from building owners to use them during emergencies.

- o Establishes training and exercises to rehearse local and County emergency operations plans, improve the proficiency of key response and recovery personnel, and practice public information operations. Coordinates release of factual information which is imperative to survival and protection of property during actual emergencies. Utilizes all available news and social media to provide an orderly and informative means of getting emergency instructions to the public.

- o Responsible for communicating, coordinating, cooperating, and collaborating with law enforcement, fire departments, city officials (Virginia Beach), other military installation Commanders to better support the community of Virginia Beach. Responsible for issuing permits to conduct special events on the Installation with all civilian agencies.

- o Lead Exercise Planner of a planning team that executed the FEMA six-step planning process to develop deliberate plans that describe and detail a federal concept of operations to respond to and recover from catastrophic disasters.

- o Assisted with Discussion based and Operational Based exercise plan refinement, design, implementation, and socialization of exercise plans. Primary Incident Command Systems (ICS) Instructor for the Installation, Law Enforcement Agencies, Emergency Management Services within the Virginia Beach community.

- o Conducted research and analysis to support deliverables preparation of Concepts and Objectives Meeting (C&O), Initial Planning Meeting (IPM), Mid Term Planning Meeting (MPM) , and Master Scenario Events Listing Meeting (MESL). Assisted with and facilitates work groups throughout exercise planning, design and implementation of the exercise.

- o Supervised, planned, and coordinated Emergency Exercise Evaluations with Emergency Management Services from all over Virginia. Planned and executed over fifty Chemical, Biological, Radiological, Nuclear (CBRN) exercises as part of a Civil Support Team, Chemical, Biological, Radiological, Nuclear, High Yield Explosives Enhanced Response Force Package (CERFP).

- o Conducted the first ever Mid-Air Collision Exercise involving over 5000 personnel from DOD Agencies, Law Enforcement, Emergency Management Services (EMS), and Hospital units on the Installation. Incident Commander of real-world incidents on the Installation. Planned, coordinated, executed large scale exercises for the Installation and served as the Incident Commander for each exercise.
- o Developed an Active Shooter Standard Operating Procedure Guide for the Installation and held Discussion based Tabletop Exercises and Operations Based Exercises with Stakeholders that resulted in quick reaction from local law enforcement agencies that responded to the Installation in a real-world event that led to zero fatalities on the Installation.
- o Developed relationships with law enforcement agencies, Emergency Management Services that resulted in providing additional security and Emergency services for the Installation. Primary Emergency Management Specialist for the Installation who developed Exercise Evaluations Guides, Standard Operating Procedures that are still being implemented.
- o Team action planner for the close coordination between staff and stakeholders to maintain collaborative team member contact information, track tasks/actions, and coordinate preparation, execution, and after-action notes for collaborative sessions (leader meetings, work groups, updates) Principal advisor to the Governor on matters pertaining to Emergency Management on the installation. Military liaison for the Emergency Operations Center in Virginia Beach, Virginia area.

Operations Supervisor (Lead Trainer, Exercise Planner)

Operations NCO US Army Civil Support Team (CST)-Fort Barfoot, VA
October 2007 to July 2012

Responsibilities

- o Produced and Disseminated Operations Orders in Support of Incident Command Objectives. Developed and Maintained Common Operational Picture and Situational Awareness during all types of Incidents. Prepared and updating hazard prediction models.
- o Oversaw the Operation Central (OPCEN) to support incident situational awareness, the COP, and data exchange to incident responders and higher headquarters; facilitates reach back support to local, tribal, state, and federal agencies; and facilitates follow-on support. Planned, coordinated, and integrated weapons of mass destruction team training and operations.
- o Produced, maintained, and submitted documentation of all required Incident Command Forms, Situation Reports, After Action Review Reports, Close Out Reports, Serious Incident Reports, Operational Readiness Reports. Prepared long-range, short-range, and near-term training plans to achieve and sustain individual and collective task proficiency to support the unit METL.
- o Executed training plans and conducts AARs and retraining as necessary. Conducts liaison activities to ensure that adequate information flow and familiarity exist with local, tribal, state, and federal agencies. Developed, rehearsed, and exercised unit SOP, METL, and unit collective task list to support the anticipated contingencies.
- o Developed Tactics Techniques Procedures (TTP) and Troop Leading Procedures (TLP) based on lessons learned from training and missions. Ensures that WMD-civil support team personnel were trained and held current certifications. Managed unit readiness requirements according to the response management plans.
- o Maintained and updated local, tribal, state, and federal liaison contacts. Coordinated unit movement of Civil Support Team when deployed. Provides technical and managerial direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the homeland security area.
- o Lead trainer, and Instructor of all Incident Command Systems Courses 100, 200, 300, 400, 700, and 800 for the unit. Lead Exercise Planner for all exercises the unit was involved in with other civil support teams, state, local, tribal, and territorial (SLTT) and Federal government entities.
- o Lead Exercise Planner/Coordinator for Simulation Exercises, Live Training Exercises, Regional Training Exercises, Tabletop Exercises, Functional Exercises, and Full-Scale Exercises. Lead Trainer/Instructor Hazardous Materials Operations.
- o Performs the functions of an expert in the relevant Chemical Defense field in support of major programs or system development. Applies expertise in defining and resolving system issues, performing analysis, and developing plans and requirements in the subject-matter area for complex systems.

- o Leads the development of a variety of analytic decision support products that meet National decision makers' and stakeholders' requirements. More broadly, performs the functions of an expert in execution of Chemical Defense projects. Works independently or leads a project team in the development and delivery of guidance documents, exercises, and training in support of program objectives.
- o Applies scientific expertise in defining and resolving system issues, performing analysis, and developing plans and requirements for further analysis. Coordinates and manages the preparation of analysis, evaluations, and recommendations within Chemical Defense projects in support of federal personnel.
- o Worked with all levels of government, private, and public sector on measures to prevent chemical incidents, levels of preparedness against chemical incidents, and shared chemical response measures to be taken in the event a CBRN-E incident occurred in my jurisdiction.
- o Coordinated and communicated response efforts with State and local experts at all levels of government, private, and public sector, First responder agencies, hazmat, task forces, public health, poison centers, hospitals, medical professionals, clinics, state homeland security agency, Mayor's office, national guard, NGOs, CDC, FEMA, FBI, DOD, and DHS Components.
- o Worked with communities, government agencies, private and public sector on identifying resources that are available during a CBRN-E incident.
- o Expert in the use of software such as CAMEO, MARPLOT, ALOHA, ERG, CBRN-E Hazard Prediction Software, CBRN-E Responder, Regulations HAZMAT Regulation (49 CFR), 40 CFR, 29 CFR), NIOSH.
- o Expert in the use of Radiation Monitoring Instruments, Combustible Gas Indicators, Toxic Substances Monitoring Instruments, Chemical Agent Detecting Instruments, Biological Detection Instruments.

Senior Emergency Manager for G3, ARNG

US Army-Fort Belvoir, VA

August 2004 to September 2007

Responsibilities

- o Developed and maintained emergency response plans, including the County Emergency Operations Plan to include natural and man-made disaster relief and Civil Defense measures.
- o Plan, organize and administer activities of a county-wide, installation-wide all hazard emergency management program to promote preparedness, mitigation, response, and recovery. Prepare and implement the division budget. Develop and maintain plans and programs as necessary for the timely and efficient delivery of emergency services to citizens of the county, and installation that is consistent with statutory requirements, resulting from natural or man-made emergencies or disasters. Plan training and exercises with partner groups and agencies to enhance preparedness and test plans. Oversee the Emergency Operations Center (EOC) and train EOC staff. Perform related work as assigned.
- o Plans, organizes, monitors and controls performance of assigned division in conformance with objectives, Emergency Management Performance Grant requirements, plans, schedules and budgets. Maintains the office of emergency management facilities as necessary to ensure that key personnel can direct and control operations during emergency situations.
- o Coordinates emergency management with dispatch centers and establishes internal procedures to conduct coordinated operations during emergencies. Initiates and maintains contact with Virginia Emergency Management (VEM) and the Virginia Emergency Response System (VERS) immediately during and/or following a major emergency or disaster.
- o Coordinates damage assessment activities during and following an emergency to ascertain the degree of damage incurred throughout the county that will drive an emergency declaration. Prepares emergency declaration documents for Post Commander's signature. Coordinates the development of local government and installation emergency operations plans, outlining the action of local resources during an emergency or disaster situation, and identification of key personnel that would be utilized in the management of major emergencies.
- o Establishes and maintains current roster of key personnel to be contacted and alerted for specific duties during an emergency. Establishes and maintains a community shelter plan consisting of a list of suitable shelters, the capacity these facilities can accommodate during an emergency situation and obtains agreements from building owners to use them during emergencies.
- o Establishes training and exercises to rehearse local and County emergency operations plans, improve the proficiency of key response and recovery personnel, and practice public information operations.

Coordinates release of factual information which is imperative to survival and protection of property during actual emergencies. Utilizes all available news and social media to provide an orderly and informative means of getting emergency instructions to the public.

- o Designed and implemented emergency management training exercises, involving agencies such as area hospitals, the Red Cross, and the Airport; completes necessary paperwork to receive federal funding for training exercises.

- o Wrote and recommended policies and procedures in the areas of emergency management and response as directed. Served as the contact person for the Judge Advocate General's Office with other government agencies regarding revisions to Emergency Management policies and procedures to address specific emergency response situations.

- o Provided assistance with the preparation of the annual Emergency Management budget and 911 Communications budget by compiling annual inventory and equipment costs and computing reimbursements from federal funds; participated in and helped with activities that comply with the state-local emergency management partnership agreement.

- o Prepared bid specifications for Emergency Management projects; reviews bids and recommends selection of vendors based on cost and compliance with specifications.

Monitored test procedures to ensure that the emergency warning system was functioning properly; contacts the proper authorities to repair equipment.

- o Evaluated the County's future needs for expansion of the emergency warning system to cover annexed regions. Provided information regarding Emergency Management programs and duties to civic and neighborhood groups, schools, and City, State and Federal agencies; provides information to the news media regarding specific emergency situations.

- o Coordinated the utilization and activities of volunteer personnel (ham radio operators) designed to perform civil emergency communication duties. Submits financial requests for submission to the state emergency management agency to secure funding for supporting federal and state mandated emergency management projects.

- o Registered volunteers and ensures communications equipment is available for use for selected Radio Amateurs for Civil Emergencies (RACE) personnel to provide support with communications requirements during civil emergencies. Responded to after-hours and weekend emergency calls as required. Maintained and updated inventory listings of materials and equipment required for emergency response services.

- o Coordinated work schedules and completed all Emergency Management projects with selected vendors; surveys, inspects and assess complete building maintenance project quality of work and compliance with standards, conditions and specifications.

- o Prepared and monitored federal grants for various programs; ensures that grant funded activities and expenditures comply with applicable local, state and federal regulations and County policy and procedures. Assigned and directed the work activities of the Emergency Management military employees and 911 Communications personnel and develops work schedules.

- o Establishes a standard operation program for the Communications Center and reviews calls and communication activity. Maintained a recording system and retrieves information when requested for copies or responds to Freedom of Information Act requests after consulting with the Judge Advocate General's Office.

Education

Masters Degree in Homeland Security, (With Emphasis on Emergency Management and Public Health)

American Military University - Charles Town, WV

October 2020 to August 2021

Master's in Emergency and Disaster Management

American Military University - Charlestown West Virginia

May 2019 to August 2020

Bachelor's in Emergency and Disaster Management

American Military University - Charles Town, WV

January 2017 to March 2019

Skills

- Microsoft Office Programs (10+ years)
- Typing (10+ years)
- Scanners (7 years)
- Adobe (10+ years)
- Learning Management System (7 years)
- Defense Travel System (7 years)
- Total Ammunition Management Information System (TAMIS) (7 years)
- Digital Training Management System (DTMS) (9 years)
- Sharepoint (5 years)
- Test Control Proctor (10+ years)
- Army Training Resources Requirements System (ATRRS) (10+ years)
- Public Speaking (10+ years)
- Blackboard (5 years)
- Adobe Connect (7 years)
- Instructional Design (10+ years)
- Content Development (10+ years)
- Curriculum Development (10+ years)
- Adult Education (10+ years)
- Information Security
- Risk Management
- Emergency Management (10+ years)
- Microsoft Office 365 (10+ years)
- Presentation Skills (10+ years)
- Microsoft Teams (5 years)
- Webex (5 years)
- Zoom (5 years)
- Military Experience (10+ years)
- Exercise planning (10+ years)
- Cybersecurity (5 years)
- Adobe Captivate (10+ years)
- Training & development (10+ years)
- Project management (3 years)
- Analysis skills
- Operating Systems

- LAN
- Vulnerability Research
- Business Continuity Planning
- Network Firewalls
- Disaster Recovery
- Microsoft Windows
- VMWare
- NEC
- Military
- Meeting facilitation (10+ years)
- Classroom experience (10+ years)
- Microsoft Windows Server
- Cloud Computing
- Hazmat (3 years)
- Power BI (3 years)
- Data analytics (3 years)
- Tableau
- E-Learning Software (10+ years)
- LMS (10+ years)
- Web accessibility
- Project / program management
- Teaching
- Supervising experience
- Microsoft Office
- Defense Medical Logistics Standard Support (5 years)
- Knowledge management
- Organizational management
- Incident response
- DoD Experience
- Network Security
- Linux
- NIST standards
- RMF
- Writing skills
- Microsoft Powerpoint
- Organizational skills
- Microsoft Word
- Microsoft Outlook
- Communication skills
- Customer service

- Microsoft Excel
- Defense Travel System (DTS) (5 years)
- IPERMS (5 years)
- Army Training Resource Requirements System (10+ years)
- Army Funding Allocation Model (10+ years)
- Training & development
- Classroom experience
- Curriculum development
- Instructional design
- Teaching
- LMS
- Presentation skills
- Adult education
- Learning technology
- Adobe Captivate
- Content development
- Google Docs
- Google Suite
- Supervising experience
- SharePoint
- Adobe Creative Suite
- Classroom management
- Microsoft Excel
- Software deployment
- Microsoft Word
- Vulnerability assessment
- Information security
- NIST standards
- Mentoring
- Incident response
- Computer networking
- Knowledge management
- Business continuity planning
- Communication skills
- L449 ICS
- Research & development
- Leadership
- SAFe
- Azure
- PeopleSoft

- Data analysis skills
- Quantitative research

Military Service

Branch: US ARMY

Service Country: United States

Rank: Sergeant Major

February 1982 to March 2018

US ARMY WITH 38 YEARS SERVICE

Awards

Deans List American Public University Masters Degree Program

August 2020

Graduated with honors in my pursuit of my Masters Degree in Emergency and Disaster Management with a 3.8 GPA

Distinguished Honor Graduate Basic Emergency Management Academy

December 2015

Distinguished Honor Graduate Basic Emergency Management Academy, Federal Emergency Management Agency (FEMA) Emmittsburg, MD Training Center.

Asked to be class speaker for graduating class December 2015 during graduation ceremony.

Deans List American Public University Masters Degree Homeland Security

August 2021

Graduated with honors in my pursuit of my Masters Degree in Homeland Security with emphasis on emergency management and public health with a 3.9 GPA

Certifications and Licenses

Hazardous Materials Instructor Training

March 2018 to Present

Secret Clearance

Certified Information Systems Security Professional

Present

Security Plus

Present

L449 Train the Trainer ICS

Present

Instructional Systems Design

Present

Instructor Certified

Present

TRADOC Instructor Certified

Present

NRP Certification

June 2016 to Present

Driver's License

August 2020 to August 2025

BLS Certification

AED Certification

Hazardous Waste Operations & Emergency Response Training

March 2020 to Present

CompTIA Security+

CISSP

Certified Safety Professional

OSHA 30

Associate Safety Professional

OSHA 10

CCSP