

PERSONAL

In my professional career, I have excelled in every position I have held. I have a very outgoing personality, which enables me to work with all types of individuals. I have the ability to lead by example and to work with individuals and groups in developing programs that tap their inner potential. I am a detail-oriented person that evaluates every aspect before making a decision. I am very technology oriented which allows me to communicate expeditiously and in a concise manner. I tend to be very organized and enjoy dealing in operational and logistical environments. I am very comfortable in learning new systems and operating in new environments.

EMPLOYMENT**2011 - Present****Facility Technical Director****Scottish Rite Valley of Chicago****Bloomington, IL**

Duties included the staffing and training of a volunteer support staff proficient in stage production and management, wardrobe, makeup, lighting, music, sound and video recording. I was responsible for all the technical equipment throughout the facility. Evaluated, tested and programmed all theatre assets. Assisted Directors with all shows performed in the theatre. Designed all lighting schemes for each show. Worked with outside production support staff for hired performances to insure that their stage needs were met. Completely evaluated, purchased and inventoried all props, equipment and other assets used in stage productions for the Valley of Chicago. I maintained all lighting and sound equipment, created new lighting and sound cables and adapters, fabricated lighting trusses and stage props as needed. I produced Reunions for the membership of the Valley of Chicago with up to six multiple act plays in a day. I wrote and presented Workshops for new actors and directors to assist in their training.

2006 - 2011**Regional Manager****EMC Mortgage Financial, Inc.****Lombard, IL**

Duties included the staffing of a sales force and support staffs in the six states Equity Mortgage Corporation and EMC Mortgage Financial, Inc. were licensed. Trained, managed and supported a sales staff of thirty-five Account Executives and support staff. I was able to streamline company wide operations and increased productivity by evaluating processes and workflow. Additionally I was responsible for the pricing of loan products, published national rate sheets, priced, registered and locked loans for our mortgage broker customers. Through negotiated pricing initiatives I created, increased profitability on each loan registered by our third party originators. Reviewed loan applications, assessed risk, and determined the company's liability from third party originations. Developed and maintained both print and digital marketing campaigns. Designed and created all of the company web sites, which increased online traffic and created more customers for all our branches. Implemented and transitioned company-wide software changes and upgrades, which met company standards for its Return on Investment.

2002 - 2009**White House Advance****The White House****Washington D.C.**

The overall duties were the presenting of an Official or Political event within budget by working with local assets. Responsibilities included the coordination of all logistics for the movement of the President and Vice President of the United States. I have been in charge of Motorcades and was responsible for procuring the proper vehicles, working with the Secret Service on route, staffing and security. As Press Lead, I coordinated the movement to and from event sites; built press-filing centers and worked closely with the White House Press Corps. As Site Lead, I was responsible for all activities, movements and build-outs for the event. I have worked with the Secret Service on routes for entrance and exit of the President and Vice President. I was responsible for the entire build-out of a television quality site including stage, sound, lighting, press risers and seating. I designed and created all the event graphics and marketing material for the event. I also was a member of the Advance Team for the former Labor Secretary Elaine Chao, White House Chief of Staff Karl Rove, and Congressman Scott Brown.

2003 - 2006**Chief Executive Officer****Executive Mortgage Services, Inc****Rolling Meadows, IL**

I opened a new start-up company focusing on residential mortgage loans in the State of Illinois. Prepared and implemented a new Business Plan approved by the State of Illinois and our Company Bankers. I was able to increase the origination staff to 15 loan officers. My duties also included the creation of our annual budget, management of all the accounting data for commissions, Accounts Receivable and Accounts Payable. I managed a local area network of 25 workstations. I was responsible for the management of the HR duties for a small company. I was responsible for the training of new processors and loan officers and worked with loan officers and processors to increase the company's market share and origination/closed volume. The profitability of the company increased above anticipated levels each year over prior year's profit. I was designated Manager of the Year by the Illinois Association of Mortgage Professionals 2005.

Additional employment history and personal & business references are available upon request.

ASSOCIATIONS

1997 – Present Medinah Motor Corps Addison, IL (Precision Motorcycle Drill Team)

1991 – Present Member of Medinah Shriners, Addison, IL (Fraternal, Charitable Organization)

1991 – Present Member of the Scottish Rite Valley of Chicago, Bloomington, IL (Fraternal, Charitable Organization)

2005 - 2006 Member of the Board of Directors Scottish Rite Cathedral Association, Chicago, IL

2003 - 2005 Member of the Board of Directors Illinois Association Mortgage Professionals, Lombard, IL

1988 - 1990 Member of the Board of Directors of the Northwest Real Estate Board, Chicago, IL

1985 – 1990 Member of the Board of Directors of the New Horizon Learning Center, Chicago, IL

EDUCATION

Graduated 1972 Holy Cross High School, River Grove, Illinois

15 years of Non-Credited Management, Sales and Computer Courses