

## AFSCME UNION PRESIDENT

### Summary

Focused Operations Manager (union president) successful in contract negotiation and process improvement. Remains calm and poised even in high-pressure situations. Leverages in-depth knowledge of industry trends and shifts to offer valuable insights on opportunities for new growth and expansion.

### Highlights

- Staff development
- Policy/program development
- Cross-functional team management
- Staff training
- Skilled negotiator
- Sound judgment
- Computer-savvy
- Complex problem solving
- Calm under pressure
- Operations management
- Inventory control
- Excel spreadsheets
- Meticulous attention to detail
- Time management
- Professional and mature
- Strong problem solver
- Labor relations
- Meeting planning
- Schedule management
- Detailed meeting minutes

### Accomplishments

- Showed leadership by becoming the vice president of AFSCME District Council 90 eboard.
- Increased union office organization by developing more efficient filing system and grievance database protocols.
- Successfully planned and executed trainings/meetings, lunches and special events for groups of 10 to 100+ employees.
- Developed and implemented first union president manual outlining all proper business procedures and office policies.members.

### Experience

AFSCME Union President 11/2004 to Current Company Name City , State

- I am highly involved in the oversight and operations of Local 2534's Union office.
- As a Local Union Training Instructor (LUTI), I prepare and conduct training to other Locals.
- I am Vice President on AFSCME District Council 90's board.
- Responsibilities are but not limited to: I oversee a board and steward structure of 12 members as well as indirect supervisor of 3 trustees of our local.
- Conduct evaluations all training to ensure productive results as a means of improvements.
- Work as a team player with other Leadership Union Training Instructor (LUTI) to enhance the implementation and so that we are all getting the same information.
- Ensure all notifications, documents and grievances are processed in a timely manner in order to meet deadlines.
- Assist the AFSCME Staff Representative in directing operations to ensure the Master Agreement compliances/ Management Directives and Policies.
- Serve as AFSCME's union expert and spokesperson at trainings, conferences and meetings and acts as a liaison with management, commonwealth, employees, legislators, union laborers and the community Serves as a contact to all internal and external agencies, businesses, bureaus, employees, Perndot Secretaries, Deputy Secretaries and Directors.
- I plan, direct, control and administer implementation of steward, officer and treasurer training to new and existing officers of AFSCME Locals within the Dauphin County area.

Licensing Coordinator 06/2003 to 11/2004 Company Name City , State

- Provided operational support to the Section Aviation Manager and provided technical assistance to field aviators.
- I plan, direct, coordinated and control all aspects of public or private airports/heliports to be sure they complied with state regulations ensuring safety procedures.
- Decisions on whether to initially license, inspect, renew, change status, suspend, abandon or remove their licenses.
- Responsibilities are but not limited: Contact airports, specialists and supervisors to make decisions on information received for licensing Scheduling inspections and flight request to assist with compliance regulations Check initial applications for clarity, completeness Performs public contact work in gathering information, resolving complaints, engendering support, and providing information.
- Insures adherence to administrative standards through maintenance of control systems such as: (Excel, Access and Airspace) Create letters through mail merging to all airports and heliports in our system dictating when their license expires Coordinate public hearings required by law for proposed new airports including venue and stenographer support.

Grants Assistant 06/2002 to 06/2003 Company Name City , State

- Supported the Policy and Planning Division with accounting and administrative duties within the grants and revolving loan program.
- Responsibilities are but not limited: Process time sensitive grant amendments received from airport sponsors/owners Prepared letters to

congressmen, state senators and representatives for the State Block Grant Program Created and maintained cash flow spreadsheets for each grant program Implemented accounts payable invoices for grantees funded through the Federal State Block Program Maneuvered the computer systems of (FMIS) Financial Management Information System, (AIMS) Automated Information Management System, Multi-modal Project Management System

Clerk 12/1999 to 06/2002 Company Name City , State

- Assist with the day to day operations of the inspection sticker counter.
- Perform implementation of stickers and enforce compliance with regulations.
- Responsibilities are but not limited to: Maintain inventory levels of supplies to properly maintain the department Effect quality customer service when responding to customer inquires Distribute inspection stickers to Pennsylvania auto dealerships and messenger services Entered quantity of stickers wanted and check for account accuracy Contacted auto dealers, messengers and/or stations when needed information.

Clerk 07/1999 to 12/1999 Company Name City , State

- Assist with day to day operations of the Temporary Plates counter.
- Perform implementation of temporary tags and enforce compliance with regulations.
- Responsibilities are but not limited to: Maintain inventory levels of supplies to properly maintain the department Effect quality customer service when responding to customer inquires Distribute temporary tags to Pennsylvania auto dealerships and messenger services Entered quantity of temporary tags requested and check for account accuracy Contacted auto dealers, messengers and/or stations when needed information Ensure the request temporary tags given to customer matches the tags on system

Clerk 2, Vehicle Registration 07/1994 to 03/1998 Company Name City , State

- Assist with day to day operations for the operations of Department of Transportation's Riverside Office Center (ROC) mailroom.
- Coordinated different types of mailing machines in ensure proper distribution.
- Responsibilities are but not limited to: Knowledge of UPS machinery Regulations of the United Parcel System Knowledge of past and current rates of First Class mailings Lifting up to 50 lbs.
- daily Weighing letters to determine cost.
- Usage of the Pitney-Bowe machine that inputs cost onto envelopes Maintain inventory levels of supplies to properly maintain the department.

#### Education

Graduate : Labor Studies 2005 Penn State Leadership Institute State , USA

Graduate : Computer Science 2001 Thompson Institute Computer City , State , USA

Graduate 1974 Harrisburg High School City , State

AFSCME Local Union Training Instructor (LUTI) 2013 Graduate, AFSCME Council 13 Leadership Institute Public Speaking and Arbitration Study

#### Skills

accounting, accounts payable, administrative, AIMS, Arbitration, cash flow, conferences, Council, customer service, directing, Financial Management, grants, Instructor, inventory, Leadership, law, letters, machinery, meetings, Access, Excel, mail, Microsoft Office, Office, Outlook, Powerpoint, Word, Policies, Project Management, Public Speaking, quality, safety, Scheduling, Secretarial, spreadsheets, supervisor, team player, technical assistance, Transportation