

EDUCATION

Doctor of Jurisprudence, West Virginia University: College of Law, Morgantown, WV (05/2008)

- ❖ Advanced Certifications: Advanced WestLaw, Advanced LexisNexis, WV Magistrate Court Mediator
- ❖ Special Recognition: WV Appalachian Center for Public Interest Volunteer Service Award
- ❖ Program Involvement: Society for Business Law, Alternative Dispute Resolution Society, American Bar Association: Student Division, Environmental Law Society, Public Interest Advocates, and Energy Law Club

Master of Business Administration, American Public University, Charles Town, WV (12/2010)

- ❖ Concentration: Global Business Management

B.S. Business Administration, West Virginia University: College of Business & Economics, Morgantown, WV (05/2005)

- ❖ Majors: Management and Marketing; Minors: Communication Studies and History
- ❖ Honors: International recognition for business services marketing, National Deans List, WVU Deans List, Full Scholarship, 6 Academic/Leadership Scholarships, President's Award for Educational Excellence (President Clinton)
- ❖ Special Programs: Export Management and Policy Manual Seminars

PUBLICATIONS

- ❖ National Incident Management System, an Introduction- Student Manual. [West Virginia University, 12/2004]
- ❖ National Incident Management System, an Introduction- Instructor Guide. [West Virginia University, 12/2004]
- ❖ ADR in the Fire Service: A Practical Approach to Labor Conflict. [West Virginia University, 04/2007]
- ❖ Response to Suicide Bombers: Shoot First, Ask Questions Later? [West Virginia University, 12/2007]
- ❖ The Devils Dance Floor: Discipline & Dispute Settlement in Emergency Services [West Virginia University, 04/2008]
- ❖ New World Training, Old World Profession [West Virginia University, 05/2008]
- ❖ The Path to a Virtual Fire Department. [American Public University, 03/2009]

HONORS/AWARDS

- ❖ Who's Who Among Executives and Professionals in Public Service and Public Safety (Cambridge) 04/2006
- ❖ President's Volunteer Service Award: Gold (President Clinton, Bush, Obama) 04/00, 11/04, 02/07, 01/10
- ❖ I Dare You Leadership Award (The American Youth Foundation) 10/2002, 10/2001
- ❖ 4-H All-Star (Highest Honor in West Virginia 4-H Program) 07/2000
- ❖ Outstanding Youth Attorney (Monongalia County Teen Court) 06/2000

EMPLOYMENT/ LEADERSHIP POSITIONS

Owner, JPS Consulting d/b/a, 05/06-Present

Responsibilities Include: Management of independent contractors, consulting project management, budgeting, and asset management. Management of all aspects of a sole proprietorship, provision of title abstraction service, document drafting and review, legal consultation, policy manual drafting/review, contract writing, corporate compliance training, grant writing, alternative dispute resolution services, emergency response training and OSHA compliance/evaluation/training.

Adjunct Instructor/Staff/Student Assistant, WVU Fire Service Extension (WVUFSE), 08/02- Present

Responsibilities Include: The instruction of fire-service related training programs that ensures compliance with applicable federal, state, and local regulations/guidelines throughout the process. Teach a wide array of emergency service courses, evaluate courses for certification, provide logistics for course offerings, develop instructional programs, advertise/ promote WVUFSE events, and coordinate training academies with upwards of four-hundred students. Developed the West Virginia National Incident Management System compliance program and authored the National Incident Management System Student Guide and corresponding Instructor Guide. Responsible for developing site safety plans for multiple agencies across the state of West Virginia. Conduct research, reviewed and interpreted EPA, OSHA, DOT, NIOSH, and NFPA regulations/standards in order to answer questions proposed by constituents. Development of a cost-plus billing system for use in all domestic price quotes by WVUFSE employees. Management of WVUFSE's technological infrastructure including: basic computer maintenance, advanced programming, web management, networking, hardware refurbishment, system analysis, presentation development, and wireless networking. Development of task lists and refresher guides for agencies conducting tasks in immediately dangerous to life and health (IDLH) atmospheres. The operation of heavy equipment, forklifts and motorized vehicles was a regular part of my job responsibilities. Inspect structures and consult clients on compliance with West Virginia and Federal law. Certified Instructor for: USFA, FEMA Emergency Management Institute, Center for Domestic Preparedness, Department of Homeland Security, WVU Fire Service Extension, Homeland Security Programs at WVU, WV Governor's Committee for Law Enforcement

Chief/President/Training Captain/Lieutenant/Rental Mgr., Triune-Halleck Volunteer Fire Department, 01/99-Present
Responsibilities Include: I'm called on to manage multi-jurisdictional incidents involving local, state, and federal agencies. Draft successful grant requests for both public and private funds, totaling one-half million dollars over the last five years. Effectively planned and managed organizations annual budget of \$250,000 for last seven years. Develop and implement standard operating procedures, employee manuals, rental contracts, purchasing contracts and rewriting of organizational constitution and bylaws. Development of a training academy which now includes a computer lab, live fire training area, library, digital library, online classroom and several training props. Fulfill human resources, information technology, facilities management, operations management and organizational leadership roles within the organization. Honors: Line Officer of the Year (04/06); Heroic Effort Award (09/04); Green Cross Life Saving Award (11/05, 10/05 (x2), 11/04 &12/03); Paratech Rescue Award: Airgun Series (12/03).

Youth Service Certification Program Instructor, Opportunities Industrialization Center Training Academy, 10/09-Present
Responsibilities Include: Designed and developed the communication and team building curriculum for an academically diverse audience. Develop evaluation tools and implement these tools to ensure student development. Lead evaluation and outcome research efforts for the course. Prepare abstracts, reports, grade summaries and ensure course materials are updated on a regular basis.

Board of Directors-Grievance Committee/Crew Chief/Rescue Technician, Marion County Rescue Squad, 07/07-Present
Responsibilities Include: Serve on a standing committee which reviews discipline procedures and practices in order to insure fairness and legality of the process. Provide incident command presence for field emergency operations on basic life support emergencies and transports. Serve as a technical expert for technical rescue operations and supervise field rescue activities. Provide critical emergency medical care on incidents throughout Marion County.

US&R/Haz-Mat Team Member, West Virginia State Fire Marshals Office: Regional Response, 03/04-Present
Responsibilities Include: Provide emergency mitigation, planning, and response services when activated by the WVSMO. Maintain a high level of operational readiness through thousands of hours of continuing education and drills. Pre-deploy for major events in West Virginia at which an incident of national significance could occur. Conduct training for team members and serve as information section officer on Haz-Mat incidents. Provide urban search and rescue (US&R) services to West Virginia and requesting states/countries.

Student Marketing Representative, StoreLaw Inc., 10/06-12/07
Responsibilities Include: Fulfill the local marketing function for this leader in legal study aids, and in doing so grow revenue. Develop consumer loyalty for a highly specialized good. Address all questions and concerns about complex software and study aids posed by faculty and students of the West Virginia University College of Law.

Summer Associate, Berryman Law Offices, 05/06-08/06
Responsibilities Include: Perform title examinations for residential and commercial clients and their lenders. Drafting a wide variety of legal documents including: legal memoranda, a variety of legal motions, memoranda in support of motions, real property deeds, deed's of trust, interrogatories, and response to interrogatories, legal correspondence, contracts, and others as requested. Research complex legal issues in the preparation of legal memoranda. Perform legal billing for commercial clients. Manage all aspects of cases issued for time of employment including personal injury, divorce and intellectual property disputes.

Marketing Staff, Wades Auction Service, 07/99-12/05
Responsibilities Include: The performance of marketing and information technology related functions. Developed policies, implement virtual business plan, provide logistical support, maintain technology, troubleshoot accounting software, design and distribute advertisements, and the development of an internet presence. Integration of technology into the business process using computerized billing software, and online sales/advertising. Conduct sales and merchandizing for auctions in West Virginia, Ohio, Pennsylvania and Maryland. Customer relations, affect/relationship building, and customer retention were critical skills in this position.

Global Content Solutions Intern (European Union), J.P. Morgan Chase: Vastera, 04/03-08/03
Responsibilities Included: Developed Country Operating Manuals (for trade with countries associated with the European Union Belgium, Austria, Sweden, Finland, Poland, Romania, Italy, and Spain). Serve as an information source for multinational Fortune 500 clients exporting to European countries. Develop international contacts in Europe, South America, and Asia through work with embassies and customs agents. Complete of over thirty specialized courses on international business and international business law. Development of country specific communication kits for clients/employees going overseas. Update the Restricted Party List (RPL) for clients doing business in the European Union. Researched most favored nation lists for clients importing to the European Union, and monitored the US and EU's federal register daily. Content management for the following global trade management software: Global Trade Content, TradeSphere Solutions, Trade Management Consulting, and Managed Services. Honors: Ron Brown International Business Fellowship (04/03).