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**Executive Director, National Alternative Fuels Training Consortium**  
**Division Director, National Research Center for Coal and Energy**  
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### HIGHLIGHTS OF QUALIFICATIONS

- \* Current Executive Director, National Alternative Fuels Training Consortium (NAFTC), West Virginia University.
- \* Current Division Director, National Research Center for Coal and Energy (NRCCE), West Virginia University.
- \* Extensive Project Management/Principal Investigator Experience (over 18 years).
- \* Extensive Management Experience (over 10 years).
- \* Extensive Public Speaking Experience (over 18 years).
- \* Extensive US Congressional Lobbying Experience (over 5 years).
- \* Extensive State Lobbying Experience (over 6 years).
- \* Extensive Fund Raising Experience (over 13 years).
- \* Alternative Fuels Program Manager for Division of Air Quality, NC DENR.
- \* AFV Fleet Manager for NC Division of Air Quality, NC DENR.
- \* Extensive experience with alternative fuel vehicles, alternative fuels and transportation related issues.
- \* Competent, reliable, and committed professional, with a proven record of success while assuming increasing levels of responsibility.
- \* Effective liaison with the U.S. Department of Energy and U.S. Environmental Protection Agency.
- \* Experience with federal and state procurement, including state and federal grant proposal writing, administration and reporting procedures.
- \* Experience with program implementation to all sectors for state and national programs.
- \* Experience with the design and application for competitive specialty grants.
- \* Excellent knowledge of energy efficiency technologies and applications.
- \* Excellent management skills for special projects and creative program design.
- \* Proven management skills under high-pressure situations.
- \* Excellent presentation and public speaking skills to individuals and groups.
- \* Outstanding organizational skills, with a talent for analyzing problems and implementing workable solutions while “seeing the big picture.”
- \* Excellent at conducting promotional activities.
- \* Articulate and persuasive in written and verbal presentations.

### PROFESSIONAL EXPERIENCE

#### PROGRAM/PROJECT DEVELOPMENT/SPECIAL PROJECTS

##### As Project Manager

- o Serve as Executive Director and Principal Investigator, National Alternative Fuels Training Consortium, West Virginia University, with 25 institutions nationwide with funding of over **14.75 million dollars** from 1999 to 2005.
- o Division Director, National Research Center for Coal and Energy, West Virginia University.
- o Served as project manager and Principal Investigator for U.S. Department of Energy International Training Project in India.

- o Served as project manager and Co-Principal Investigator for U.S. Department of Energy Coal Mine Methane Project, Training and Curriculum component.
- o Served as projects manager for projects in excess of **12 million dollars** (total) from 1988 to 1999 with the state of North Carolina.
- o Served as Alternative Fuels Program Manager for NC DENR.
- o Served as fleet manager for Division of Air Quality, NC DENR.
- o Served as project manager for alternative fuel vehicle (AFV) facility installation.
- o Served as project manager for alternative fuel vehicles to the Governor's Summit on Mountain Air Quality.
- o Served as project manager for Statewide Alternative Fuel Vehicle Conference (conference coordinator).
- o Served as project manager for Statewide EV Challenge Program for high schools (served on Board and helped move a local project to a statewide program).
- o Served as project manager for EPA modeling (Model 6) regarding AFVs.
- o Served as contact for AFVs for NC DENR NC DOC and state of North Carolina.
- o Served as NC DENR liaison for all Clean Cities Programs forming in North Carolina.
- o Served as project manager for Alternative Fuel Vehicles Purchasing Project for state of North Carolina.
- o Served as alternative fuel vehicles liaison for private and public fleet managers and utilities.
- o Served as Clean Cities Program liaison with the U.S. Department of Energy for North Carolina.
- o Served as Intergovernmental/Transportation Program Manager for federal project management and program implementation, including program and budget planning and reporting.
- o Served as project manager/conference coordinator for statewide Alternative Fuel Vehicles Conference.
- o Served as Statewide Clean Cities Coordinator for North Carolina (statewide conference developed and conducted).
- o Served as project manager for CNG School Bus Project with Charlotte/Mecklenburg Schools.
- o Served as project manager for CNG Alternative Fuel Vehicle Project with City of Winston-Salem.
- o Served as project manager of the Alternative Transportation Fuels Project.
- o Served as project manager of the Comparison CNG School Bus Project.
- o Served as project manager for development of 6 million dollar CMAQ Alternative Fuel Vehicles Project.
- o Served as project manager of the School Bus Routing Project.
- o Served as project manager of the Traffic Signal Timing Project.
- o Served as project manager of the Water Leak Detection Project.
- o Served as project manager for statewide Car Care Clinic Project.
- o Served as project manager for Cold Water Recirculating Aquaculture Project.
- o Served as project manager for Warm Water Recirculating Aquaculture Project.
- o Served as project manager of the Aquaculture Promotion Project.
- o Served as project manager for National Guard Buildings Project.
- o Served as project manager of the Waste Management Financing Options Project.
- o Served as project manager of the Strategic Plan for the Marketing of Recyclable Materials in North Carolina.
- o Served as project manager of the 1992 Workshop Series on Marketing Recyclable Materials.
- o Served as project manager of the 1991 Workshop Series on Marketing Recyclable Materials.
- o Served as project manager of the 1989 Seminar Series on Solid Waste Management in North Carolina.
- o Served as project manager of the Waste Tire Utilization Project for North Carolina.
- o Served as project manager of the Wood Waste Produced in North Carolina Project.
- o Served as project manager of the Solid Fuel Inventory Project.
- o Served as project manager for Solid Fuel Boiler Project.
- o Served as project manager for Waste-To-Energy Project.
- o Served as project manager for Green Building Project.
- o Served as project manager of the Energy Accounting and Management Project (for municipal buildings).
- o Served as project manager of the Municipal Computerized Energy Accounting Project.
- o Served as project manager of the System Betterment for Municipalities Project.
- o Served as project manager of the Standby Generation for Municipalities Project.
- o Served as project manager of the 1992, 1993, 1994, 1995, 1996, 1997 and 1998 Car Care Clinics.
- o Managed all aspects of the contract process including: Conceptualizing project ideas; acquiring management approval to proceed with project; writing and review request for proposals; awarding contracts, negotiating contract; writing contract; attaining quality assurance plans; maintaining contract; and terminating/retiring contract and project.
- o Represented the government's (state of NC) position when contract challenges occurred, with consistent success.
- o Interpreted and clarified daily work activities to fulfill contract requirements:

- o Maintained direct communication with contractors and subcontractors to assure accurate overview of activity and ensure contract integrity.
- o Facilitated a continuous refinement of contract terms and details over the life of contracts:
- o Identified operational obstacles that could interfere with deadlines.
- o Developed workflow patterns to improve deliverables.
- o Initiated contract/project monitoring meetings; lead discussions, created solutions.
- o Analyzed quality assurance reports, productivity measurements, and contract specifications prior to archiving and closure of contract documents.

**Won US Dept. of Energy National Energy Innovation Award for developing a Waste Tire Utilization Project, 1993.**

**Won US Dept. of Energy National Energy Innovation Award for developing The Strategic Plan for the Marketing of Recyclable Materials Project, 1991.**

**As Staff Member**

- o Developed and managed individual and business accounts.
- o Developed and maintained relations with architects, specifying engineers, utility representatives, and consumers, including conflict resolution.
- o Developed, contracted and implemented projects addressing specific target audiences.
- o Served as administrator for programs, including seminars, workshops, energy-conservation demonstrations and special projects.
- o Participated in presentations to Legislative Research Committees.
- o Develop, negotiate, implement, manage, and monitor contracts for intergovernmental, commercial, agricultural, utility and special projects, both long and short term.
- o Collaborate on development and editing of brochures, articles, and news releases.
- o Prepared and edited press releases, publications, reports and responses to legislative inquiries.
- o Trained in the administration of the N.C. Petroleum Fuels Set-Aside Program to interact with Division of Emergency Management, in the event of a declared energy emergency.
- o Served on "Healthy House" committee for N.C. State University Cooperative Extension Service
- o Served on the Community Program Committee for N.C. Advanced Energy Corporation.
- o Served on the Governor's Task Force on Recycling.
- o Served on the Advisory Committee for the Recycling/Solid Waste Plan for North Carolina.
- o Served on the Advisory Committee for the Regional Recycling for Western North Carolina University Project.
- o Served on the Advisory Committee for the Directory of Industrial and Commercial Recyclers Serving North Carolina.
- o Served on the Advisory Committee for the State of North Carolina's Training Program for County and Municipal Recycling Program Coordinators.
- o Served as technical resource on energy, recycling, marketing and other related issues.

**MANAGEMENT**

- o **Currently manage multi-million dollar National Alternative Fuels Training Consortium Program with a staff of 20, West Virginia University faculty and staff and 25 National Training Centers (Director and Principal Investigator).**
- o Managed a \$10 million dollar retail grocery store supervising **over 60 employees.**
- o Owned/operated a full-lines insurance agency business providing personal, business and commercial insurance.
- o Managed interns from the U.S. Department of Energy.
- o Managed all AFV activities for NC DENR, NC DOC and the state of North Carolina.
- o Managed AFV fleet for Division of Air Quality, NC DENR.

**CONGRESSIONAL/ LEGISLATIVE ACTIVITY**

- o Currently conduct congressional informational and lobbying meetings with members of the United States Congress regarding the NAFTA program and, other related programs on behalf of the NAFTA, and West Virginia University.
- o Conducted invited state testimonies regarding various energy and environmentally related activities for state agencies to the General Assembly of North Carolina.

## **ENTREPRENEUR**

- o Currently direct and manage a major multi-million dollar university program as a business division.
- o Owned and managed a successful insurance agency business offering property and casualty and life, and accident and health insurance products.
- o Built a substantial base of individual and business clients, earning a reputation for professionalism.
- o Developed administrative systems to manage agency, including
  - Computerizing agency,
  - Accounting, records management, taxes, etc., and
  - Hiring, supervision, training and licensing.
- o Successfully raised funds for conferences, nonprofits and other activities.
- o Successfully developed initial ideas, developed projects, obtained permission to implement projects into state activities and successfully managed projects to completion.

## **SALES/CLIENT RELATIONS/PRESENTATIONS/MARKETING**

- o Successfully marketed various tangible and intangible products directly to individuals and businesses.
- o Established a reputation for highly reliable and personalized service to clients (insurance and other sales).
- o Fostered repeat customers through consistently providing quick, well-timed, and professional service.
- o Developed and delivered presentations at national, regional and local conferences and meetings.
- o Developed and delivered presentations to government officials for grants, requests for proposals, etc.
- o Developed request for proposals and reviewed request for proposals.

## **NONPROFIT/BOARD MEMBER**

- o Board of Governors – Automotive Training Managers Council (2004 to present)
  - Membership Committee
- o Board of Directors - National Clean Cities, Inc. (2000 to present)
  - Marketing Committee Chair
  - Education Committee
- o Board of Directors - NC EV Challenge Program, 8-state Program (1997 to 1999 and 2003 to present)
  - Helped establish program
  - Wrote By-Laws
- o Board of Directors - Carolina Recycling Association, 600+ member NC & SC Organization (1988 to 1996)
  - Served as Officer:
    - Vice President
    - Treasurer
  - Served as on various committees and councils:
    - Executive Committee (Vice President and Treasurer)
    - Finance Committee
    - Conference Committee (Steering Committee and Sponsorship Chair)
    - Policy Committee
    - Organizational Development Committee
    - Fund Raising Committee
    - Compost Council (Steering Committee)
    - Green Building Council (Founding Member, Steering Committee and Conference Chair)

## **FUND-RAISING**

- o Successfully secured and maintained \$14.75 million in federal funding for the National Alternative Fuels Training Consortium program at West Virginia University.
- o Developing fund-raising sponsorship program for *National AFV Day Odyssey* event, April 2, 2004 (Event coordinator and chief fundraiser - \$750,000 program/event, \$50,000 sponsorship).
- o Developing fund-raising sponsorship program for *National AFV Day Odyssey* event, April 11, 2002 (Event coordinator and chief fundraiser - \$750,000 program/event, \$145,000 sponsorship and first-time event).
- o Developed successful fund-raising sponsorship for US DOE *Advance the Choice Event* for the *West Virginia Clean State Program, AFV Bowl 2000* (Event coordinator and chief fundraiser).
- o Successfully won support and funding from sponsors for many organizations.

- o Developed successful fund-raising sponsorship for first-time *Alternative Fuel Vehicles Conference* regional conference (raised approximately \$45,000 in sponsorships).
- o Successfully acquired corporate sponsorship and funding for Annual Conference and special projects for the North Carolina Recycling Association (Sponsorship Chair for Annual Conference - raised over \$30,000, highest amount to that date).
- o Coordinated and promoted fund-raising activities for over 10 major conferences.
- o Conducted successful membership drives.
- o Successful United Way representative.

#### **BUSINESS DEVELOPMENT/GRANT DEVELOPMENT**

- o Currently, grant proposal writer and Principal Investigator for various projects and organizations on behalf of West Virginia University.
- o Successfully wrote and awarded 5 Proposals/Cooperative Agreements to the U.S. Environmental Protection Agency (\$14.75 million).
- o Successfully wrote and awarded grant from the U.S. Department of Energy for International Training Project in India.
- o Successfully wrote and awarded 5 grants from the U.S. Department of Energy to the State of North Carolina.
- o Developed and implemented waste utilization tire project, creating a \$2,000,000 business with 30 employees in North Carolina.
- o Worked with clients of the NC Dept. of Commerce's Business/Industry Division on many occasions as requested.
- o Authored successful grant proposals to: Tennessee Valley Authority (TVA) and U.S. Department of Energy (DOE), N.C. Department of Environment and Natural Resources.

#### **TROUBLE SHOOTING**

- o Successfully manage a complex organization with staff, nationwide member consortium, university and partners.
- o Successfully reinvented the structure and operation of a nationwide program.
- o Successfully helped fleet managers, government officials and others develop various projects after they encountered roadblocks to implement projects, especially with alternative fuels projects.
- o Successfully resolved employee problems and relations while managing multi-million dollar retail business operation and personal business.
- o Successfully resolved contract problems between contractors and subcontractors.
- o Successfully implemented numerous projects and activities with a variety of challenges and opportunities.

#### **COMPUTER**

- o Systems and Applications:
  - Supervise staff for LAN system for the NAFTC.
  - Microsoft Windows/Office, Word, Excel, Access, PowerPoint, Publisher, Outlook, FrontPage, PhotoShop, WinFax, pcAnywhere, Netscape, Explorer, Adobe Acrobat, GroupWise, ThumbPlus, Dragon Naturally Speaking, the Internet and various other programs.
  - Supervised and helped develop web page for Alternative Fuel Vehicles Conference.

#### **BROCHURE/MEDIA DEVELOPMENT/TV ACTIVITIES**

- o Editor of two national newsletters for NAFTC, West Virginia University.
- o Supervised development of brochures, newsletters, manuals, etc. for *National AFV Day Odyssey* event for the NAFTC (event conducted twice, 2002 and 2004). Largest event of its kind in the US with over 25,000 attendees at 54 sites in 34 states (2 Canadian provinces) reaching over 24 million people through media coverage.
- o Conducted national kickoff events with extensive media coverage.
- o Participated in various interviews and presentation with the media (TV, print, radio, internet, etc.) on a local, regional and national basis.
- o Developed brochures, newsletters, manuals, etc. for NAFTC.
- o Developed brochures for various conferences and project promotion.
- o Developed and released news releases.
- o Developed and conducted media event for promotion of projects.
- o Edited brochures, news releases, reports, books and various other documents.
- o Participated in TV talk shows.
- o Answered questions on camera for reporters.

**EMPLOYMENT HISTORY**

10/99 - Present	Executive Director Principal Investigator	National Alternative Fuels Training Consortium, West Virginia University	Morgantown, WV
10/99 - Present	Division Director	National Research Center for Coal and Energy, West Virginia University	Morgantown, WV
1998 – 10/99	Alternative Fuels Program Manager	N.C. Dept. of Environment and Natural Resources, Division of Air Quality	Raleigh, NC
1988 - 1998	Program/Projects Manager	N.C. Dept. of Commerce, Energy Division	Raleigh, NC
1988 - 1988	Industrial Engineer Auditor	Burroughs Welcome	Greenville, NC
1986 - 1988	Proprietor	Insurance Agency	Greenville, NC
1983 - 1986	Store Manager	Food Lion Stores, Inc.	Salisbury, NC
1981 - 1982	Sales Representative	Eastern Surfa Shield	Raleigh, NC
1980 - 1981	Sales Representative/Agent	Northwestern Mutual Life Insurance Co.	Raleigh, NC

**EDUCATION**

**EMBA**, West Virginia University, Morgantown, WV (currently enrolled in program)

**B.A.**, Business Management, North Carolina State University, Raleigh, NC

West Carteret High School, Morehead City, NC

Graduated 2nd out of 289 students.

National Honor Society.