



STEPHEN M. HARRIS

**PROFILE
AND
OBJECTIVE**

I am a retired Law Enforcement Professional, with 40 years of Public Safety experience. I am an organized, strategic and solutions-oriented person, with management and budget experience. Two of my strong points are that I have an outgoing personality and enjoy interacting with people. I am active within the Community and am a member of numerous organizations as well as served on Boards within Jefferson County West Virginia. My objective is to be appointed to fill the County Commission Seat being vacated by Commissioner Clare Ath until the next election. I originally retired from the Prince Georges County Md., Police Department as a Corporal. In addition to that I have prior experience as a Bailiff in West Virginia and experience as the Chief/Director of Public Safety for the Tunnell Public Safety Department in Delaware. I currently am a Licensed Private Investigator and have in the past owned and operated my very own successful Security and Investigative Business within West Virginia. I am a Veteran of the U.S. Army. I have employment history dating back to 1971, and personal references are available upon request.

EXPERIENCE

BOARD OF DIRECTORS (TREASURER)
JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
419 16th Ave.
Ranson, WV. 25438
2021 – 2023

I was one of seven(7) Board of Director Members on the JCSEA that is responsible for making decisions as to the staffing and budget of the full time and part time paid Fire and EMS Employees of the JCSEA. I functioned as the Treasurer. There are a number of responsibilities of the Board Members. Ensuring the Safety of the Employees, Civil Legalities, Equipment, Overtime, and many other issues all while assisting the Volunteer Fire Departments in providing Fire and EMS Services to all citizens and visitors of Jefferson County.

Chief/Director of Public Safety
Tunnell Public Safety Department
34026 Anna's Way
Longneck, De. 19966

May 2011-May 2018

As the Chief and Director of Public Safety I had many responsibilities. It was my job to oversee the Department tasked with insuring the protection of our citizens, visitors, and business's. I oversaw manpower, making adjustments in shift plans and patrol procedures. Due to our location along the Atlantic Coast I was also tasked with initiating and the carrying out of Evacuation Orders during Nor-Easters and Hurricanes. As part of my job, I also was in charge of the Department's budget, staffing, payroll, pay raises, promotions, training, hiring and firing, attended Community Meetings, and more. I retired in May 2018.

Shift Supervisor
WV Military Authority
1001 Army Rd.
Kingwood WV 26537

2010 - 2011

I was the midnight Shift Supervisor for Base Security at Camp Dawson in Kingwood WV. I was responsible to ensure that Base Security Personnel patrolled the Base and surrounding properties keeping the Base secure. I also assigned which officers patrolled what areas, worked the Access Gate, as well as handled Payroll, and Scheduling.

Owner**Executive Protective Service****476 Shenandoah River Dr.****Harpers Ferry, WV 25425****2002- 2010**

I owned and operated Executive Protective Service which was a Security and Investigative Business here in Jefferson County. I was licensed in West Virginia as a Private Investigator and Security Specialist and was authorized to hire employees to provide Security and Investigative services to Businesses, Citizens, and Government Agencies. As the owner I had many responsibilities like payroll, budget, shift plans, conducting investigations and overseeing them, and serving Civil Process. I am quite proud of the fact that during the time that I owned and operated the business, I had several contracts with the State of West Virginia to handle various items such as Child Support Subpoenas, Security for Court Ordered Supervised Visitation, and even did Public Defender Investigations for clients in Criminal Cases as well as many other private investigations.

Bailiff**Berkeley County Sheriff's Office****510 Raleigh St.****Martinsburg, WV 25401****2000 - 2002**

As a Bailiff I was responsible for both Court House Security and Court Room Security. I worked all levels of the Courts from Family, to Magistrate, to Circuit Court. I also was tasked with arresting and transporting prisoners from time to time as well as serving Summonses and Subpoena's.

Police Officer

Prince Georges County Maryland Police Department

801 Police Plaza

Upper Marlboro, MD 20772

1985 - Retired

During my time as a Police Officer I served in a number of capacities. I worked both as a Patrol Officer and a Criminal Investigator. I also served as a Motorcycle Patrol Officer and a SWAT Officer. The majority of my time in Patrol, I was a Field Training Officer and responsible for training new officers on the street after their graduation from the academy. During my time in Patrol, I also was a Radar Operator, and have served on the DWI Task Force, as well as numerous other special assignments.

ACHIEVEMENTS AND HIGHLIGHTS

United States Army Intelligence and Security Command- I possessed a Top Secret Crypto Clearance. Rose up through the ranks to Sergeant E-5. In 1974 I was the Soldier of the Quarter for all Border Sites in Europe, having not only excelled at my Primary Occupational Skill, but also was successful in self learning enough German and Russian to fill in during the absence of a Linguist.

I also am one of the Founding Members and Contributors to the United States Army Museum.

Career in Law Enforcement- During my career in Law Enforcement, I had numerous achievements.

In the Police Academy, I was the Class Commander in charge of my Academy Class.

In 1982 I became a Field Training Officer responsible for training Rookie Officers in the field after they graduate from the Academy. I also made Detective.

In 1983 I was nominated for Officer of the Year.

Throughout my career in Law Enforcement I was trained and performed in a number of capacities. FOP President, SWAT Officer, Motorcycle Officer, Radar Operator, DUI Enforcement Officer, and Shift Supervisor.

Chief/Director of Public Safety-I served seven (7) years in this capacity. During this time I developed new shift plans, more professionalized training for the Officers, implemented a new camera system, updated the fleet of Patrol Vehicles, yearly Pay Raises for the Officers, implemented an Awards Banquet and program for the Officers with an Officer and Supervisor of the Year Program. I taught Active Shooter Classes, promoted numerous Officers into Supervisory Positions, and much more.

Past Board of Directors for the old Shannondale Club- Served on the old Board of Directors before the Club sold the first time. Had numerous responsibilities especially dealing with employees, payroll, hours of operation, membership, licenses, taxes, upkeep, and yearly budget.

Affiliations

Lifetime member of the Fraternal Order of Police and a Past President

Member of the Blue Knights Police Motorcycle Club

A Founding Member and Contributor of the U S Army Museum

Active member of the American Legion and past Adjutant

Active member of the VFW

Active member of the Moose

Active member of the Republican Party

EDUCATION

1975

CERTIFICATE IN LAW ENFORCEMENT

NATIONAL TRAINING COLLEGE

1976-1990

65 HOURS OF STUDY IN CRIMINAL JUSTICE & CONSTITUTIONAL LAW

UNIVERSITY OF MARYLAND GLOBAL CAMPUS AND ADULT EDUCATION

1980

Baltimore City Police Academy

Baltimore, Md.

1981

DUI Detection and Enforcement School

Maryland Police Training Commission Woodstock, Md.

1981

Officer Survival School

Baltimore County Police Academy

1983

**Sex Crimes Investigation School
Baltimore County Police Academy**

1983

**Gambling and Numbers School
FBI Academy Quantico, Va.**

1983

**Drug Investigation and Detection School
DEA Instructors at the Baltimore City Police Academy**

1984

**Strategic Weapons and Tactics School (SWAT)
FBI Academy Quantico, Va.**

1984

**Communication Specialist School (Wire Taping/Hostage Barricade)
Maryland Police Training Commission Woodstock, Md.**

1991

**Community Policing School
Prince George's County Police Department**

2012

**Disaster and Emergency Management
Delaware Emergency Management Agency, Dover De.**

2012

**Hurricanes, Nor Easters, and Natural Disaster School
Federal Emergency Management Agency, Dover De.**

SKILLS & INTERESTS

Possess good communication skills and am Computer Literate. I have a good working knowledge of Criminal, Constitutional, and Civil Law and litigation. I have experience working on budgets and enjoy being part of a team of professionals.

A list of Personal References is available upon request.

Keith A. Lowry

Resume

Summary

In-depth experience in leading an organization assisting those of our community in need; developing, implementing, and operating large counter insider threat enterprises; creating commercial and US government-wide insider threat policies, processes, and procedures; and liaising with foreign governments. Background includes security operations, project management, and financial management.

Directing Operations

- Executive Director, Jefferson County Community Ministries, Inc.
- Retired US Navy Captain combat veteran with 27 years of experience, including multiple deployments around the globe.
- Over 20 years of senior management within the US Government and commercial entities.
- Past Senior Vice President of Nuix, a data analytics software company.
- Chief of Staff to Deputy Under Secretary within the Department of Defense.
- Oversaw budgets in excess of \$100 million dollars.
- Directed large scale intelligence collection operations.
- Created and directed sizable analytical enterprises, including processes and procedures.
- Past Chair, Republican Central Committee of Jefferson County, WV.
- I am a member of the Republican Party

General Experience

- Developed, implemented, and directed large US Government counter insider threat program.
- Consultant to Fortune 100 companies in creating counter insider threat, cyber security, and counterintelligence programs.
- Conducted multiple insider threat risk assessments.
- Wrote US National Counterintelligence Strategy.
- Developed and implemented associated training programs, including tabletop exercises and workforce awareness.
- Assembled insider threat programs within organizations with required team representation.
- Wrote and implemented necessary policies, processes, and procedures.
- Identified organizational crown jewels (personnel, operations, holdings, and data) and selected required software, hardware, and processes to best identify and counter threats.
- Former high-tech crime police detective in San Jose, California.

Experience

- Extensive commercial and governmental business travel to Europe, Middle East, Australia, and Asia.
- Extensive public speaking with formal media training.





MICHAEL MOOD

PROFESSIONAL SUMMARY

I have been a member of the Republican party for over 30 years and believe in smaller government and less restriction on peoples rights. I have also been a high achiever in the public and private sector with the goal to always strive to be the best I can be and to provide the best I can to the public and to my customers.

SKILLS

I have spent my career in some form of customer or community relations positions where I have been a problem solver. I have an ability to listen and not judge people to work with them to come up with a solution for their problem if possible without compromising policy or law.

WORK HISTORY

BUSINESS OWNER/OPERATOR 03/2003 to Current

Self, Kearneysville, WV & Charles Town, WV

I am a self motivated individual who has worked in both public safety as well as private industry my entire adult life. In my public safety rolls I have worked as a volunteer fire fighter and progressed thru the ranks to the rank of Chief and am one of the founding members at my current fire company as well as served our nations capitol as a law enforcement officer in a career position followed by moving back to the private business sector in the HVAC industry. In my volunteer fire service roll I served communities in PG County Md then Jefferson County WV. In WV I began at Blue Ridge Fire Company where I worked my way up to the rank of Captain before I moved to the Middleway area. In the Middleway area I looked to join a fire company serving that area and found a large part of the county with less than satisfactory coverage so I led the plan to open a new fire company serving that area. I faced many challenges from local to state level to accomplish this task but never gave up and in just under a year was able to open the Middleway Vol Fire Company where I have served as Chief for 15 years and have also served as President in the past. In my roll there we have continually worked to provide outstanding public safety to the community and the county which has been very successful.

In my Law enforcement roll I served a patrol position where I worked with the community to solve public safety issues, nuisance issues, human trafficking and worked with a representative from a local woman's shelter to aid in getting women off the streets and out of

a life of prostitution, served on a specialized unit to get illegal guns off the street as well as other law enforcement duties where I received several commendations from the community to the US Attorney General for Wash. DC.

Upon returning to work in the private sector I have worked for service companies where I provided customer service as well as sales. I continually worked to provide solutions to my customers home comfort issues from the very basic to the most advanced systems.

Eventually opening my own business serving customers of the eastern panhandle as well as parts of VA. In this position I manage employees and budgeting to help grow the business each year.

In 2015 my wife and I purchased another service business which was on the brink of closure and turned it around to a thriving business which we still operate in Charles Town.

EDUCATION

Northwestern High School, Hyattsville, MD
High School Diploma

Wash DC Police Academy

Multiple Fire Service Training Classes

- Firefighter I
- Firefighter II
- NIMS 100,200,700,800
- NIMS 300
- NIMS 400
- Fire Officer 1
- Fire Officer 2
- Incident Safety Officer
- American Contractors Services business management

Marshall D. DeMeritt

Professional Summary

Mr. DeMeritt is a skilled professional with experience in organizational management, strategic communications, IT project management and system design, business analysis, budgeting, planning, staffing and volunteer administration. He has led technical teams comprised of contractor resources employed by numerous companies. He provides solutions that satisfy the requirements of the user community represented by the important stakeholders ranging from combatant commanders, military services, federal and international customers and USCG.

Mr. DeMeritt manages IT projects throughout the services software development life cycle from concept development, design, test, fielding, operations/sustainment, retirement/replacement.

Specialties

- ✓ SDLC/Design Methodologies
 - ✓ Quality Assurance
 - ✓ Agile/Waterfall
 - ✓ Stakeholder Engagement
 - ✓ Verbal and Written Communication
 - ✓ Microsoft Office Suite
 - ✓ PMI Methodologies
 - ✓ Risk Management
 - ✓ Jira
 - ✓ Team Foundation Server
 - ✓ Requirements Analysis
 - ✓ User Acceptance Testing (UAT)
 - ✓ SaaS Implementation Management
 - ✓ Six Sigma Process Improvement
- Experience with the implementation and support of IT Systems and custom applications using a systems development life cycle (SDLC) methodology like agile scrum or waterfall.
 - Experience with software development, management and delivery using emerging technologies, as a team lead, software development manager, software engineering manager or technical manager leading a team of software developers, engineers, programmers, or application systems developers.
 - Experience in communicating written and orally in a clear, concise manner.

Professional Experience

Synergy BIS, Inc.

4/1/2023 – Present (40+ Hours weekly)

Director, Strategic Delivery

Lead and oversee the successful delivery of strategic projects and initiatives across Synergy's ~\$150M portfolio. Responsible for managing project timelines, budgets, risks, and quality, as well as communicating with executive leadership and stakeholders. A team-player within the development and implementation of the company's strategic initiatives to drive growth and enhance competitive position in the market, as well as identify and evaluate new business

Education

Masters of Science; Integrated Marketing Communication (IMC), *West Virginia University*. | Bachelor of Science; Communications, Marketing *Shepherd University* | Graduate Certificate, Applied Project Management, *Villanova University*

Certifications

Project Management Professional (PMP) | SAFe® Agilist | Certified Scrum Master (CSM) | ICAgile Certified Professional (ICP-Agile) | IT Infrastructure Library (ITIL) | Six Sigma White Belt (SSWB)

Notable Awards

- *Life Saving Award*, Jefferson County Emergency Services Agency, August 2020
- *Letter of Recognition and Command Challenge Coin*, Commanding Officer, Capt. Godfrey, June 2020
- *Super Star Performer*, Synergy BIS, December 2019
- *Letter of Recognition of Excellence*, United States Coast Guard Commandants Office, March 2017
- *West Virginia Fire Service Provider of the Year*, West Virginia Governor's Office, October 2014
- *Award for Excellence*, DMI, April 2017, November 2017, March 2018, September 2016, January 2018

Clearance: Secret (Active)

Political Affiliation: Republican

opportunities, develop and execute strategic plans, and build strong partnerships with key stakeholders.

- Lead the development and implementation of project strategy, plans, timelines, budgets, resource allocation, risk management, and quality assurance.
- Manage and lead cross-functional project management teams to ensure successful project delivery.
- Monitor project progress and ensure that project goals and objectives are met on time, within budget, and meeting profitability targets.
- Provide regular project status updates to executive leadership and stakeholders, including project risks and recommended mitigation strategies.
- Work collaboratively with other teams across the organization to ensure alignment and integration of project deliverables.
- Ensure that all project deliverables meet the highest standards of quality and are aligned with the company's overall strategic objectives.
- Foster a culture of continuous improvement and innovation within the strategic delivery team.
- Develop and maintain strong partnerships with key stakeholders, including customers, vendors, and strategic partners.
- Identify and evaluate new business opportunities by agency and as well as by functional domain, through market research, competitive analysis, and customer feedback.
- Develop business cases and financial models to assess the feasibility and profitability of new business opportunities.
- Monitor industry trends and market dynamics to identify emerging opportunities and threats and adjust strategic plans accordingly.

Senior Program Manager **3/2022 – 3/31/2023** (40+ Hours weekly)

Senior Program Manager and contractual Deputy Program Manager leading all modernization efforts across the United States Coast Guard, APLES Software Modernization supporting agile transformation, legacy system modernization, and new application design and planning. In this role Mr. DeMeritt exercises expert PM methodologies, seamless stakeholder engagement, and builds a relationship as a trusted advisor across all Coast Guard Program offices managing a multi-million dollar USCG program with transparency and accountability.

- Managed program level cost, schedule, quality, performance, processes, and subcontract activities to ensure success across multiple concurrent IT development programs within schedule, and on budget.
- Manages multiple IT projects within a the program under highly complex and risky scenarios, driving organization change, agile adoption, and modernization of legacy applications. .
- Manage the implementation through expert guidance of Software as a Service (SaaS), Low-Code (LCAP), and custom development within a program of 6-12 IT modernization projects to transition the USCG to Cloud computing, microservice architecture frameworks.
- Manages all personnel actions, technical requirement implementation needs, approves project plans; and provides technical guidance to team members.
- Creates guidelines, standards, and best practices across a suite of projects within the program; measuring metrics and performance expectations for staff members.
- Develops work improvement plans, recommending personnel actions as necessary.

Senior IT Project Manager **7/2020 – 3/2022** (40+ Hours weekly)

Project Lead for the United States Coast Guard, APLES Software Modernization Task Order in support of major enhancement projects. In this role Mr. DeMeritt exercises daily PM methodologies, keeps information flowing seamlessly, and engages with stakeholders to ensure mutual respect and understanding.

- Manages IT projects with high complexity or risk, such as agency- wide system integrations that include large-scale enterprise resource planning.
- Provides expert guidance in the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software with cross-functionality.
- Reviews and approves technical requirements for projects; develops project plans; and provides technical guidance to team members.
- Establishes guidelines and performance expectations for staff members, which are clearly communicated through the formal employee performance management system.
- Engaged as the principal stakeholder engagement liaison managing communications between the program’s ~35 IT business systems and executive level USCG staff

IT Project Manager

01/2019 – 7/2020 (40+ Hours weekly)

Managed multiple concurrent programs within the USCG, and a staff of forty-four (44), addressing the implementation of adaptive maintenance and enhancement backlog items across twenty-three USCG Enterprise Information Systems (EIS) through Agile Scrum methodologies yielding “exceptional software development, quality and delivery” (Letter of Recognition and Command Challenge Coin, Capt. Godfrey, June 2020).

- Managed project cost, schedule, scope, quality, performance, processes, and subcontract activities to develop IT backlog items across seven sprint teams within schedule, and on budget.
- Led and participated in new business development activities such as RFQs and proposals associated with over \$75M in IT projects. Engaged in pre-proposal strategic activities, proposal reviews, proposal writing and start-up activities.
- Awarded Super Star Performer (Synergy, 2019) for employing metrics, risk management and project management methodologies to ensure successful execution within Agile development philosophy and Systems Development Life Cycle management (SDLC and ITIL) while recommending overarching programs to facilitate adoption of organizational change through conflict resolution and reduction of change resistance.
- Directed and monitored organization staffing, including employee recruitment, selection, training, career development, performance assessment, workload planning, recognition, salary actions and disciplinary actions.
- Lead stakeholder analysis efforts to identify impacted groups and program champions.
- Applied SAFe® principles and strategies to improve from development to production release by greater than 200%. Drove process improvement using Lean Six Sigma methodology to solve inefficiencies with employee productivity and the multiple IT applications required for completing job duties.

Digital Management Inc.

01/2017 – 12/2018 (40+ Hours weekly)

Project Manager/Scrum Master

Directed eight (8) concurrent projects with a total expense budget of \$2.2 million and a staff of twelve (12) direct reports, “benefiting over 48,000 Coast Guard personnel and their dependents” (Letter of Recognition, Francis, J.W., Chief and Director U.S. Coast Guard, March 2017).

- Created business systems architecture within Agile development, and Systems Development Life Cycle management (SDLC and ITIL).
- Delivered technical expertise to senior USCG officials improving efficiency and a

reduction of overpayments by ~\$50M.

- Coached team members on advanced principles of Enterprise Architecture and Business Analysis (DMI Certificate of Recognition, September, 2016).
- Promoted to Project Manager from Business Analyst within eighteen (18) months.
- Commended by VP of Operations (March, 2018) for communications skills, oral presentations skills, listening skills, attending to nonverbal cues, and offering appropriate responses.

Business Analyst/Project Manager **06/2015 – 01/2017** (40+ Hours weekly)

Led a team of ten (10) Business Analysts supporting fifteen (15) IT Systems.

- Recognized by USCG Commandants Office (March, 2017) for adherence to project schedule and for leading a team of decision makers and problem solvers
- Commended for mastery of strategic Business Process Modeling and Notation (BPMN) (Taking Care of Business, April 2017)
- Consulted with client-stakeholders to identify and document business needs and requirements within Agile/DevOps and Waterfall (predictive) frameworks.
- Improved team processes by reducing redundancies and rework resulting in promotion to IT Project Manager.
- Promoted to Team Lead due to development of enthusiastic team environment.

Shepherdstown Fire Department, Inc. **4/2007 – Present** (20+ Hours weekly)

Chief of Emergency Medical Services (EMS)/Project Management

Management of over sixty (60) operational personnel, 9,000 sq. ft. facility, nine (9) vehicles, and an annual budget of approximately \$1M.

- Promoted to Chief after seven (7) years of excellent service as Firefighter and Emergency Medical Technician.
- Awarded for implementing enhanced operational components and methods (Provider of the Year Recognition, Office of the Governor, WV, October 2014, October 2022).
- Reduced occupational injuries and cost by \$4,300 through implementation and management of personnel health and safety programs, policies, and procedures.
- Led continuous improvement project which led to response time reduction from 9:12 to 7:58.
- Developed Web presence of the organization (ShepherdstownFireDepartment.com).
- Developed computerized supply inventory and tracking program reducing overhead expenses by over \$12,000.
- Increased revenue through increased billing of \$22,000, and grant funds of \$2.1 Million.

Fargo Insurance Group, Inc. **12/2010 – 06/2015** (40+ Hours weekly)

Chief Operations Officer

Managed five (5) locations in two states, and twenty-five (25) employees growing annual revenues from \$11M to \$14.2M. Awarded Presidents Club recognition for management (2014), and directed team in \$3.2M in sales increase over 5 years, while decreased overhead by \$2,700 through budget preparation and adherence.

Director of Marketing **01/2009 - 12/2010** (40+ Hours weekly)

Responsible for the creation and direction of organizational marketing and communications, and established marketing program that built collaborative relationships resulting in National recognition (Rough Notes Inc., Month, 2010).

Isabel Simon

Professional Profile

I am currently employed by Dell Technologies where I have effectively managed and led teams across Business Operations and IT Operations

Results-oriented, high-energy, hands-on professional with 15+ years' experience in the Software industry.

Key skills include:

- Project Management
 - Team Building & Leadership
 - Excellent Communication Skills
 - Strong background in managing people
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Employment History

Dell Technologies (2016 – Present)

Consultant Bus Sys Analyst; Consultant Product Mgmt. IT, Consultant, Technical Program Management

EMC Corporation (2003-2016) – acquired by Dell

Business Operations – Senior Manager, Order Management; Sr. Business Analyst, Principal Business Systems Analyst

IT – Program Management – Principal Bus Consultant, Principal Service Strategy Advisor

Legato Systems (2002 – 2003) – acquired by EMC

Manager, Order Management

- Responsible for accounts receivable and collections

Optical Technology Group (1997 – 2002) – acquired by Legato Systems

Accounts Receivable Specialist; Sales Administration, Order Management

- Responsible for accounts receivable and collections

EDUCATION & CREDENTIALS

State University of NY at Albany

Certifications

Six Sigma Green Belt Certification

Information Technology Skills

Microsoft Office Suite • Team Foundation Server (TFS)

Other:

Member of the West Virginia State Advisory Committee to the United States Commission on Civil Rights appointed to that position by Governor Jim Justice. The commission studies civil rights issues based on discrimination on the basis of race, color, national origin, age, disability, religion, sex and in the administration of justice. It reports the results of its studies to congress and the president.

Serves as Recording Secretary of the Blue Ridge Acres Civic Association, a volunteer position that includes keeping the financial records and assisting in preparing the annual budget.

Former member of the West Virginia GOP State Executive Committee.

From: Leonard Lehman [REDACTED]
Sent: Friday, June 16, 2023 11:18 AM
To: Cindy Rezmer <crezmer@jeffersoncountywv.org>
Cc: Makayla Zonfrilli <mzonfrilli@jeffersoncountywv.org>
Subject: Commission seat

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

My name is Leonard Lehman

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I am a republican

I move in WV in Westridge hills in 1976 and the moved to Shannandale in 1987.

been a volunteer firemen/medic for 40 years.

Retired medic from BCAA

I would love to be on the Jefferson County Commission. I am not a business man and have no special groups. Just want to do what is the best for the county.

Lenny Lehman

Matthew McKinney

OPERATIONS MANAGER



OBJECTIVE

To utilize my skillset with the Jefferson County Commission to continue seamless efficiency and continuity within local government.

SKILLS & ABILITIES

Experience and expertise with budgets, policy implementation, project management, employee retention, and productivity even in volatile markets. Experience in identifying, researching, and planning a proactive approach to situations before or as they arise.

CORE QUALIFICATIONS

Self-motivated, fast learner with proficiency in public service. Problem solver with creative solutions. Experience working independently & collaboratively with a variety of personalities. Exceptional communication and interaction skills to maintain a positive atmosphere.

EXPERIENCE

- | | |
|-----------------------|---|
| 2014 – Present | Operations Manager, Cody's Salvage
Kearneysville, West Virginia
Manage day-to-day business practices including, but not limited to customer service, sales, purchasing, transportation, and human resources of an established recycling center. |
| 2003 – Present | Manager, McKinney's Auto Repair & Towing
Charles Town, West Virginia
Manage logistics and personnel of an established auto repair facility. |
| 2019 – Present | Chairman, Jefferson County Republican Executive Committee
Jefferson County, West Virginia
Communicate between constituents and public officials current state of affairs and priorities. Coordinate with committees for messaging and events. |
| 2019 – Present | Vice Chairman, Jefferson County Board of Zoning Appeals
Jefferson County, West Virginia
Hear cases and public input to needs and requests of Jefferson County residents and property owners to determine if requests meet intent and requirements dictated by the Jefferson County Zoning Ordinance, Subdivision and Land Development Regulations, Envision Jefferson 2035 Comprehensive Plan, and West Virginia State Code. |

EDUCATION

- | | |
|------------------|---|
| June 2005 | Diploma
Jefferson High School, Shenandoah Junction, West Virginia
Completed K-12 program through Jefferson County Schools. |
|------------------|---|

JACK HEFESTAY JR. --Abbreviated Resumé

RESIDENCE: I currently fully own two homes in Jefferson County, WV; a condominium, and a ranch in Colorado. Upon selection I will make my **Charles Town Magisterial District property my official residence and register to vote in Charles Town and declare to run for Commissioner in 2024.**

HEALTH: My physical health is excellent.

EDUCATION: **Graduate of the University of Colorado 1971** (Boulder and Denver) CO. Bachelor of Arts. History with a minor in Communications. Student Body President 1970-71 (Denver). Who's Who Among Students in American Universities & Colleges, 1970-71. Masters Program 1971-73 (incomplete).

MEMBERSHIPS: *Eastern Panhandle Business Association (EPBA) // Veterans of Foreign Wars, (Post 3522-Life Member) // American Legion, (Jackson Perks Post 71) // NRA.*

PROFESSIONAL: *Lockheed Martin, 1967-73, 1978-2004. (33 years), Ford Aerospace, 1973-78 (five years)*

Performed numerous assignments dealing with program controls (**finance, configuration management and quality assurance**). Assigned to the contracts department (business operations) software development, and systems engineering departments. **Engineering Change Manager** on two of the company's mega programs as well as multiple medium and small sized programs. After accepting a transfer to the east coast, I was used primarily in support of **System Integration or System Engineering** activities on various sized projects in a highly classified environment in local National Agencies and Offices. Assignment locations in Waterton CO, Colorado Springs, CO, Los Angeles, CA, Langley, VA, Reston, VA. Unclassified Programs included Skylab, Mars Viking Lander, Titan III and Space Telescope. Awarded many multiple company recognition awards and mentioned by name in numerous company award fees.

MILITARY: *US Navy, 1978-2006. Active and Reserve Duty, (25 years).* Enlisted in the US Navy Reserve Program in 1978 as a Petty Officer First Class (E-6). Commissioned in 1982 as an **Intelligence Officer** and attained the rank in 2001 of **US Navy Captain** (O-6). Served with Fleet Intelligence Center Pacific (Honolulu, HI), Commander Navy Reserve Intelligence Command (Dallas, TX), Office of Naval Intelligence (Suitland, MD), Navy Criminal Investigative Service (DC). Assigned as **Intelligence Analyst, Instructor, Subject Matter Expert, National Program Head, Department Head, Executive Officer or Commanding Officer.**

Served brief overseas tours with Commander Naval Forces Japan (Yokosuka, JAP), Commander Naval Forces Korea (Seoul, KOR), Fleet Ocean Surveillance Information Facility (Rota, SP), as well as long tours at Fifth Allied Tactical Air Force (Vicenza, IT) and Headquarters European Command (Stuttgart, GE) twice. Typically served as a Watch Stander, Intelligence Officer or assigned to Command Plans (N2 or J2)

Awarded **nine personal decorations** as well as numerous unit ribbons, service campaign medals and marksmanship medals.

GARY LESCALLEET



Experienced and dedicated professional with demonstrated strengths in customer service, scheduling time management and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communication with a strong background cultivating positive relationships and willingness to achieve and exceed goals.

Authorized to work in the US for any employer

Work Experience

Manager Director

My Pristine Clean, LLC - Hagerstown, MD

October 2020 to Present

During my tenure here, I was responsible for Schedule cleaning techs to clean clients houses or businesses, Scheduled consults and went and met clients to get their business, handled scheduling and payroll, Use Microsoft word, Excel, Google calendar, responsible for hiring and firing as well as training new hires, Called and emailed clients for review of services, Proficiently handled client complaints.

Driver

Patient Care Transport - Martinsburg, WV

June 2015 to September 2020

While here I was a proficiently operated ambulances, who safely transported patients/clients to dialysis and doctor appointment, and responded to 911 calls as delegated.

District Sales Manager

The Journal Newspaper Group - Martinsburg, WV

January 2018 to June 2020

During my time here I manage 30 employees, was responsible for hiring/termination of employees, conducted interviews for potential new hires, trained coordinator for new hires, maintain current accounts and acquired new accounts, quickly handle customer complaints, bookkeeping and billing, and conducted phone and email review of services with current clients.

Manager

Potomac construction and landscaping

November 2013 to January 2018

I assisted in design of decks, patios, and other exterior structures, constructed decks, patios, and other exterior structure, proficiently operated forklifts and walkie riders, supervised employees and trained new hires, logged products into computer systems, customer service representative and handled book keeping and accounts.

Administrative Assistant

Allied Defense

June 2007 to December 2013

My responsibilities were but not limited to Sandblasting and distributed military vehicle parts to U.S Department of Affairs, contract holders, and foreign military affairs, keeping inventory using computer tracking system, sales using graphs and charts to organize contracts and direct sales.

Education

High School diploma

HIGH SCHOOL DIPOLMA, JEFFERSON HIGH SCHOOL

Skills

- Microsoft Office (15 years)
- Supply chain (6 years)
- AED Certification
- Communication
- Finance and Accounting
- PowerPoint (15 years)
- Google Docs (15 years)
- Logistics
- Computer spreadsheets
- Experience Microsoft
- Direct Sales
- Account Management
- Bookkeeping
- Interviewing
- Outside Sales
- Personal Assistant Experience
- Negotiation
- Business Development
- Sales Management

Certifications and Licenses

AED Certification

Driver's License