

ADMINISTRATIVE /PROJECT/ CYBERSECURITY/ EMERGENCY MANAGEMENT PROFESSIONAL

Accomplished government leader and management professional with extensive experience leading administrative and technical services for several State Departments/Agencies. A results-driven, motivated and goal-oriented practical manager with the ability to build cohesive teams and establish effective working relationships at all levels. Experience with supervising, training, and evaluating staff and project teams to achieve improved outcomes and deliverables.

CORE COMPETENCIES

- CyberSecurity Leader
- Human Resource Mgmt
- Business Analysis
- Project Communication
- Project Leadership
- Information Systems Auditing
- Contract Management
- Administrative Operations
- Law Enforcement
- Emergency Management
- OMB Circular/ 200 CFR
- Chapter 287 and 255

SUMMARY OF QUALIFICATIONS/EXPERIENCE

Project Management Leadership..... 20 years
 Certified Project Management Professional (PMP® via the Project Management Institute).....12 years
 Contract Management (to include Florida Certified Contract Manager/Negotiator) 20 years
 Certified Law Enforcement Officer –current certificate with FDLE but not currently under bond.....17 years
 Certified Information Systems Auditor (CISA® via ISACA) 1.5 years

PROFESSIONAL EXPERIENCE

Independent Contractor, KPMG US		Feb. 2019- Present
<p><u>Primary Responsibilities</u> Provide professional consulting services in conjunction with KPMG to local, state, and federal government entities.</p>	<p><u>Key Contributions/Successes:</u></p> <ul style="list-style-type: none"> • Contract lead for Hurricane Irma public assistance to Region 7 through Federal Emergency Management Agency (FEMA) and Florida Division of Emergency Management. 	
Co-Founder Underwood Sloan and Associates		June 2019-Present
<p><u>Primary Responsibilities</u> Provide staff augmentation to Federal and State entities. Specific focus on Public Assistance monitoring and validation of expenditures associated with FEMA disaster programs.</p>	<p><u>Key Contributions/Success</u> Currently providing auditing, accounting, monitoring, and validation services to the following agencies:</p> <ul style="list-style-type: none"> • Florida Division of Emergency Management • Enterprise Florida Incorporated 	
Deputy Secretary, Administration, Corporations & Elections, Florida Dept. of State		Nov. 2016- Jan. 2019
<p><u>Primary responsibilities:</u> Led the Divisions of Administration, Corporations, and Elections within the Department of State. Staff responsibilities for 250 employees to include full time, OPS and contractors. Facilitated process improvement activities and coordinated departmental initiatives. Ensured compliance with statutes, policies, and agency directives. Served as Emergency Coordination Officer (ECO) for Department of State under Section 252.365, Florida Statutes. Fusion Center Representative and Executive Advisory Board Member with Florida Department of Law Enforcement.</p>	<p><u>Key Contributions/Successes:</u></p> <ul style="list-style-type: none"> • Florida’s Online Voter Registration (OVR) successfully developed and deployed for Florida’s Citizens. (Registertovoteflorida.gov) • Sunbiz.org Division management generating over \$373 million dollars in revenue for the State of Florida in 2018 • Multiple Cybersecurity initiatives completed in advance of the 2016 & 2018 elections for department and Florida’s 67 County Supervisors of Election. • Successful 2016 Presidential and 2018 Gubernatorial Elections at the State level • Oversaw an elections joint operations center with the FBI, FDLE, DHS, AST, National Guard, and partners for elections. 	

Director, Division of Administrative Services, Florida Department of State		Mar. 2015- Oct. 2016
<u>Primary responsibilities:</u> Led all division business processes, including the Bureau of Departmental Information Systems (IT), the Bureau of Planning, Budget and Financial Services, the Bureau of Human Resources, the Purchasing Office, General Services, and emergency management. Managed staff of 90 including managers, employees, and contractors. Ensured compliance with statutes, policies, and agency directives. Served as ECO for Department.	<u>Key Contributions/Successes:</u> <ul style="list-style-type: none"> Implemented a level 2 background screening process under Section 435.04, Florida Statutes, for all Department staff. Completed Florida Voter Registration System hardware modernization/refresh in advance of the 2016 election. Successfully implemented and deployed Voice over Internet Protocol (VOIP) phone system for department. Implemented Project Management methodologies to include a Project Management Office (PMO) 	
Bureau Chief, Financial Monitoring & Accountability, Florida Dept. of Economic Opportunity		Oct. 2012- Feb. 2015
<u>Primary responsibilities:</u> Led the Bureau to complete all aspects of financial monitoring and accountability for federally funded Regional Workforce Boards (RWB) under OMB Circulars A-87, A-102, A-110, A-122, A-133 and 200 CFR. Performed financial reviews in compliance with Generally Accepted Government Auditing Standards (GAGAS) referred to as the "Yellow book".	<u>Key Contributions/Successes:</u> <ul style="list-style-type: none"> Improved annual sub-recipient monitoring business processes resulting in improved federal compliance Reduced OMB Circular audit findings as a result of improved processes and efficiency. Completed statewide trainings for Regional Workforce Boards improving compliance with the Federal Workforce Investment Act of 1998. 	
Investigations Manager, Office of Inspector General, Florida Office of Financial Regulation		Apr. 2011- Oct. 2012
<u>Primary responsibilities:</u> Initiated, conducted, supervised, and coordinated investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in state government. Served as Emergency Coordination Officer (ECO) for Office of Financial Regulation under Section 252, 365, Florida Statutes.	<u>Key Contributions/Successes:</u> <ul style="list-style-type: none"> Led and completed investigations in compliance with Section 20.055, Florida Statutes. Completed investigation and made determinations of whistle-blower status in compliance with Section 112.3187, Florida Statute, known as the "Whistle-blower's Act". 	
Bureau Chief of Administrative Services, Agency for Persons with Disabilities		Mar. 2007- Apr. 2011
OMC Manager, Division of Administration, Florida Department of Health		Aug. 2004 - Mar. 2007
State Trooper, Florida Highway Patrol, Department of Highway Safety and Motor Vehicles		Feb. 2001 - Aug. 2004
General Services Specialist, Division of Blind Services, Florida Department of Education		Apr. 1997 - Feb. 2001
Store Manager, Domino's Pizza		Jan. 1991 – Aug. 1996
Security Police Officer, United States Air Force		Nov. 1986 - Dec. 1990

Education

- Master of Science | Public Administration | University of West Florida
- Bachelor of Arts | Business Administration | Flagler College

Awards

- Recipient of the "Excellence in Government Leadership" Award recognizing a government professional who exemplifies and promotes excellence in government, outstanding leadership, and high ethical standards, received in 2016 by the Florida Chapter of the Association of Government Accountants (AGA).