

# Curriculum Vitae

## ROBERT J. LEAHY, JR., ED.D.

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### QUALIFICATIONS SUMMARY

A highly skilled technical writer, instructional designer and instructor with exceptional ability to translate complex concepts to a wide audience and level of understanding. A complementary blend of experience and training in corporate, government and military environments. An experienced communicator and team player.

- Over 25 years of experience in technical writing, training, facilitation, instructional design, course development, and resource coordination.
- Able to effectively communicate orally and in writing with people from varied backgrounds and levels of understanding.
- Able to design web-based training, classroom, and instructional materials, devices, training aids, user guides, troubleshooting and maintenance manuals.
- Excellent diagnostic, communication, interpersonal, and technical skills.

### EDUCATION

AMERICAN COLLEGE OF EDUCATION	Indianapolis, IN
Ed.D. Leadership	September, 2019
Dissertation: <i>Emergency Preparedness Perceptions and Training of K-12 School Personnel: A Cross-Sectional Study of Two Illinois School Districts</i>	
Advisor: Tiffany Hamlett, Ph.D.	
UNIVERSITY OF WISCONSIN-STOUT	Menominee, WI
Ed.S. Career and Technical Education	December, 2014
Field Study: <i>Situational Awareness and Emergency Preparedness for K-12 Illinois Educators: A Continuing Education Curriculum Model</i>	
Advisor: Carol Mooney, Ed.D.	
UNIVERSITY OF WISCONSIN-STOUT	Menominee, WI
E-Learning & Online Teaching Graduate Certificate (18 SH)	August, 2013
UNIVERSITY OF WISCONSIN-STOUT	Menominee, WI
Instructional Design Graduate Certificate (12 SH)	December, 2011
NORTHERN ILLINOIS UNIVERSITY	DeKalb, IL
M.S.Ed. Adult and Higher Education	May, 2005
Thesis: <i>Technology's Influence on Distance Education in the United States</i>	
Advisor: Laurel Jeris, Ed.D.	

# Curriculum Vitae

COLLEGE OF LAKE COUNTY	Grayslake, IL
Multimedia Communications (15 SH)	June 2000
US ARMY COMMAND AND GENERAL STAFF COLLEGE	Fort Leavenworth, KS
Combined Arms Services and Staff School (CAS <sup>3</sup> )	June, 1993
NORTHEASTERN ILLINOIS UNIVERSITY	Chicago, IL
B.A. Board of Governors	December, 1992
COLLEGE OF LAKE COUNTY	Grayslake, IL
A.S. Business Administration	December, 1991
WILLIAM RAINEY HARPER COLLEGE	Palatine, IL
Digital Electronics/Microprocessor Technology (46 SH towards A.A.S.)	December, 1982

## MILITARY EDUCATION

Visual Information Officer Course (Skill 5B) (non-resident), Army Institute for Professional Development, Fort Eustis, VA	2007
14B Reserve Component SHORAD Officer Reclassification Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	2006
Action Officer Development Course (AODC) (non-resident), Army Institute for Professional Development, Fort Eustis, VA	2006
Anti-Terrorist Level 1 Awareness Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	2006
Casualty Notification Officer/Casualty Assistance Officer Training (non-resident), Army Institute for Professional Development, Fort Eustis, VA	2006
Leadership (non-resident), Army Institute for Professional Development, Fort Eustis, VA	2005
Effective Army Writing (non-resident), Army Institute for Professional Development, Fort Eustis, VA	2005
Infantry Weapons Refresher Training Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1999
Supervisor Development Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1999
Manager Development Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1999
Infantry Field Grade Officer Refresher Training Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1998
Reserve Component Air Defense Officer Advanced Course (Phase I and III) (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1998

## Curriculum Vitae

Advanced Military Police Branch Orientation Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1997
Combined Arms Services and Staff School (CAS3), US Army Command & General Staff College, Fort Leavenworth, KS	1993
The National Simulation Center Brigade/Battalion Battle Simulation (BBS) New Equipment Manager's Proficiency Course, Fort Carson, CO	1992
75th Maneuver Area Command Brigade/Battalion Battle Simulation Course, Fort Sheridan, IL	1992
Vertical Battlefield Operating System Observer/Controller Course, First US Army Area School, Fort Sheridan, IL	1991
Command Retention Awareness Training Course, Peoria, IL	1990
Quartermaster Branch Orientation Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1988
Military Intelligence Officer Advanced Course (Phase I and III) (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1988
Infantry Officer Advanced Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1986
Armor Officer Basic Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1985
Signal Officer Basic Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1984
Air Defense Artillery Officer Basic Course, US Army Air Defense Artillery School, Fort Bliss, TX	1984
Infantry Officer Basic Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1984
Military Intelligence Officer Basic Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1984
Defensive Driving Course, Fort Sheridan, IL	1983
Advanced Non-Commissioned Officers Course (ANCOC), 5034th USAR School, Chicago, IL	1982
US Army Pre-Commission Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1982
Battalion Training Management System (BTMS), Platoon Trainers Workshop, Camp Ripley, MN	1981
Computer Assisted Map Maneuver Simulation (CAMMS) Controllers Course, Fort Sheridan, IL	1979
Basic Electronics Course (non-resident), Army Institute for Professional Development, Fort Eustis, VA	1977

## Curriculum Vitae

Improved HAWK Fire Control Maintenance (24E), US Army Air Defense School, Fort Bliss, TX	1976
Basic Combat Training, Fort Dix, NJ	1975

### EMERGENCY MANAGEMENT EDUCATION

IS-319: Tornado Mitigation Basics for Mitigation Staff (non-resident), Emergency Management Institute, Emmitsburg, MD	2013
IS-322: Flood Mitigation Basics for Mitigation Staff (non-resident), Emergency Management Institute, Emmitsburg, MD	2013
IS-914: Surveillance Awareness – What You Can Do (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2013
IS-915: Protecting Critical Infrastructure Against Insider Threat Certificate (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2013
IS-916: Critical Infrastructure Security – Theft and Diversion (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2013
IS-020.12: Diversity Awareness (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-021.12: Civil Rights and FEMA Disaster Assistance (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-029: Public Information Officer Awareness (0.2) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-035.12: FEMA Safety Orientation (0.2) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-056: Hazardous Material Contingency Planning (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-075: Military Resources in Emergency Management (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-101.b: Deployment Basics (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-105: Privacy Awareness (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-106.12: Workplace Violence Awareness Training (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-265: Basic Instructional Skills (0.2) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-325: Earthquake Basic Certificate (non-resident), Emergency Management Institute, Emmitsburg, MD	2012

## Curriculum Vitae

IS-450: Emergency Preparedness for Federal Employees (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-613: Technical Writing (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-720: An Introduction to NET Guard (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-901: Section 508 Awareness Course (0.3) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-906: Workplace Security Awareness (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-907: Active Shooter – How to Respond (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-909: Community Preparedness – Implementing Simple Activities (0.1) (non- resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-910: Emergency Management Preparedness Fundamentals (0.3) (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
IS-912: Retail Security Awareness (non-resident), Emergency Management Institute, Emmitsburg, MD	2012
Community Emergency Response Team Program Managers Course, Illinois Emergency Management Agency, Springfield, Illinois	2010
Community Emergency Response Team Train-the-Trainer Course, Illinois Emergency Management Agency, Springfield, Illinois	2010
Damage Assessment Course, Illinois Emergency Management Agency, Springfield, Illinois	2010
Debris Management Course, Illinois Emergency Management Agency, Springfield, Illinois	2010
Developing Volunteer Resources, Illinois Emergency Management Agency, Springfield, Illinois	2010
Effective Communications, Illinois Emergency Management Agency, Springfield, Illinois	2010
Emergency Planning, Illinois Emergency Management Agency, Springfield, Illinois	2010
Homeland Security Exercise and Evaluation Program Training Course, Illinois Emergency Management Agency, Springfield, Illinois	2010
Illinois Professional Development Series, Illinois Emergency Management Agency, Springfield, Illinois	2010
IS-026: Guide to Points of Distribution (0.4) (non-resident), Emergency Management Institute, Emmitsburg, MD	2010

## Curriculum Vitae

IS-055: Household Hazardous Materials - A Guide for Citizens (0.4) (non-resident), Emergency Management Institute, Emmitsburg, MD	2010
IS-100.HE: Introduction to the Incident Command System, for Higher Education (0.3) (non-resident), Emergency Management Institute, Emmitsburg, MD	2010
IS-101: Deployment Basics— Federal Disaster Workforce Readiness (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2010
IS-102: Deployment Basics for FEMA Response Partners (non-resident), Emergency Management Institute, Emmitsburg, MD	2010
Principles of Emergency Management, Illinois Emergency Management Agency, Springfield, Illinois	2010
IS-015: Special Events Contingency Planning for Public Safety Agencies (0.4) (non-resident), Emergency Management Institute, Emmitsburg, MD	2009
IS-100.SCa: Introduction to the Incident Command System, for Schools (0.3) (non-resident), Emergency Management Institute, Emmitsburg, MD	2009
IS-362: Multi-Hazard Emergency Planning for Schools (0.3) (non-resident), Emergency Management Institute, Emmitsburg, MD	2009
IS-546.a: Continuity of Operations Awareness Course (0.1) (non-resident), Emergency Management Institute, Emmitsburg, MD	2009
IS-547.a: Introduction to Continuity of Operations (0.2) (non-resident), Emergency Management Institute, Emmitsburg, MD	2009
IS-548: Continuity of Operations (COOP) Manager (0.4) (non-resident), Emergency Management Institute, Emmitsburg, MD	2009
IS-775: EOC Management and Operations (0.4) (non-resident), Emergency Management Institute, Emmitsburg, MD	2009
Emergency Management Institute's Professional Development Series (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-022: Are You Ready? An In-depth Guide to Citizen Preparedness (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-100: Introduction to Incident Command System (0.3) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-120.a: An Introduction to Exercises (0.5) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-130: Exercise Evaluation and Improvement Planning (0.5) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-139: Exercise Design (1.5) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-195: Basic Incident Command System (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008

## Curriculum Vitae

IS-200: ICS for Single Resource and Initial Action Incidents (0.3) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-230: Principles of Emergency Management (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-235: Emergency Planning (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-240: Leadership & Influence (0.9) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-241: Decision Making and Problem-Solving (0.8) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-242: Effective Communication (0.8) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-288: The Role of Voluntary Agencies in Emergency Management (1.0) (non- resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-317: Introduction to Community Emergency Response Teams (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-800.b: National Response Framework, An Introduction (0.3) (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-809: Emergency Support Function (ESF) #9 - Search and Rescue (non-resident), Emergency Management Institute, Emmitsburg, MD	2008
IS-700: National Incident Management System (NIMS), An Introduction (0.3) (non- resident), Emergency Management Institute, Emmitsburg, MD	2005
Community Emergency Response Team (CERT) Training, Palatine Emergency Management Agency, Palatine, IL	2004
IS-244: Developing and Managing Volunteers (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	2004
Leadership & Influencing, Illinois Emergency Management Agency, Springfield, Illinois	2004
IS-195: Basic Incident Command System (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	1999
IS-001: Emergency Manager: An Orientation to the Position (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	1996
IS-002: Emergency Preparedness, USA (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	1996
IS-003: Radiological Emergency Management (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	1996
IS-005: An Introduction to Hazardous Materials (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD	1996

## Curriculum Vitae

IS-007: A Citizen's Guide to Disaster Assistance (1.0) (non-resident), Emergency Management Institute, Emmitsburg, MD 1996

### LAW ENFORCEMENT EDUCATION

Monadnock Defensive Tactics System (MDTS) Instructor Certification – Monadnock Police Training Council, Inc., Lake County Sheriff's Police, Waukegan, IL 2001

Monadnock Expandable Baton (MEB) Instructor-Trainer Certification – Monadnock Police Training Council, Inc., Louisiana State Police Academy, Baton Rouge, LA 1999

Monadnock PR-24 Police Batons and Control Device Instructor Certification – Monadnock Police Training Council, Inc., Louisiana State Police Academy, Baton Rouge, LA 1999

Emergency Evacuation of Commuter Trains – Northeast Multi Regional Training (NEMRT), Aurora, IL 1999

Field Sobriety Testing: Horizontal Gaze Nystagmus (HGN) – Northeast Multi Regional Training (NEMRT), Aurora, IL 1995

Law Enforcement Part Time Enhancement Program (Tiers II, III and IV, a total of 305 hours) – Northeast Multi Regional Training (NEMRT), Aurora, IL 1995

40-Hour Mandatory Firearms Training/In-house – Northeast Multi Regional Training (NEMRT), Lake County Sheriff's Police, Waukegan, IL 1992

Reserve Deputy Recruit Training – Lake County Sheriff's Reserve Deputy Unit, Libertyville, IL 1989

### AWARDS AND HONORS

*President's Volunteer Service Award*, (Corporation for National & Community Service), 2014

*Congressional Veteran Commendation*, (Veterans History Project sponsored by the Library of Congress), 2012

*Distinguished Graduate Award*, (William Fremd High School), 2010

*Honorable Order of Saint Barbara*, (United States Army Air Defense Artillery), 2006

*Award for Academic Excellence*, (Association of the United States Army), 1984

*Distinguished Graduate – Air Defense Artillery Officer Basic Course*, (United States Army Air Defense Artillery School), 1984

*Honor Graduate – Improved HAWK Fire Control Maintenance Course*, (United States Army Air Defense Artillery School), 1976

*Military Awards* – Meritorious Service Medal, Army Commendation Medal (Second Oak Leaf Cluster), Army Achievement Medal (First Oak Leaf Cluster), Good Conduct Medal, National Defense Service Medal (Bronze Service Star), Army Reserve Components Achievement Medal (Fourth Oak Leaf Cluster), Global War on Terror Support Medal, Armed Forces Reserve Medal (w/Mobilization Device), Non-Commissioned Officer Professional Development Ribbon (Level 3), Army Service Ribbon, (United States Army), 1975 – 2009



# **Curriculum Vitae**

## **TEACHING EXPERIENCE**

### **TOWNSHIP HIGH SCHOOL DISTRICT 211**

Palatine, IL

Substitute Teacher or Classroom Monitor

September 2020 – Present

Supporting a local High School District by performing as a Substitute Teacher or Classroom Monitor (for remote teachers) during the initial 100% remote learning (for students and some teachers) and transition to hybrid learning (50% onsite and 50% remote) programs for the 2020-2021 School Year. Remote learning was conducted using Zoom and Schoology. Continued in the 2021-2022 school year, as a Substitute Teacher, as all teachers and students returned to the classroom.

### **PALATINE EMERGENCY MANAGEMENT AGENCY**

Palatine, IL

Training Coordinator/Instructor

April 2010 – March 2016

An unpaid volunteer position that supports the Emergency Management (EM) program by providing expertise in the research, planning, facilitation, implementation, and coordination of training for Emergency Management Agency (EMA) volunteers. Ensured Federal Emergency Management Agency (FEMA), National Incident Management System (NIMS), Incident Command System (ICS), Illinois Emergency Management Agency (IEMA) and other relevant agency compliance as it relates to training and certification of EMA personnel and volunteers. Contributed to the training program as an instructional designer, instructor, or subject matter expert for various emergency management/emergency preparedness classes/courses to include Community Emergency Response Team (CERT) training.

### **UNITED STATE ARMY**

Assistant TRADOC Capability Manager

September 2006 – September 2009

Training and Doctrine Command (TRADOC) Capability Manager – Lower Tier, Fort Bliss, TX

Temporarily recalled to active duty to support the Global War on Terror. Acted as subject matter expert (SME) for the Surface Launched Advanced Medium Range Air-to-Air Missile (SLAMRAAM) and Counter-Rocket, Artillery, Mortar (C-RAM) systems. Developed, reviewed or edited white papers, briefings, training programs and other technical documentation. Conducted various level briefings to General Officers, Pre-command Course students and Captain's Career Course students. Developed a Staff & Planners course for instructors of the Air Defense Artillery School. Assisted in the establishment of the first C-RAM system training base at Fort Bliss, TX and McGregor Range, NM.

Assistant Combat Arms Controller

December 1992 – March 1996

Simulation Team 3, Battle Projection Group, 1<sup>st</sup> Brigade (Battle Command Staff Training), 85<sup>th</sup> Division (Exercise), Fort Sheridan, IL

Member of an Army Reserve team that designed, developed and implemented computer simulation exercises with the Brigade/Battalion Battle Simulation (BBS) system (a command-and-control trainer for brigade and battalion commanders and their staffs).

## Curriculum Vitae

The simulation exercises were developed and conducted for active Army, US Army Reserve and US Army National Guard units.

Executive Officer/Training Officer July 1990 – May 1992

Headquarters and Headquarters Detachment, 85<sup>th</sup> Maneuver Exercise Command, 85<sup>th</sup> Division (Exercise), Fort Sheridan, IL

Principal staff officer for an Army Reserve unit's operations, plans and training.

Recommends to the commander priorities for allocating critical resources for the unit.

This includes activities related to training, administration of testing programs, development of special events and activities, development of program goals and objectives, and the supervision or direction of various programs or operations. Develops short and long range plans for assigned program, and budget and staffing requirements; implements quality control procedures and policies.

Exercise Scenario Development Officer (Combat Arms) June 1989 – July 1990

85<sup>th</sup> Maneuver Exercise Command, 85<sup>th</sup> Division (Exercise), Fort Sheridan, IL

Member of an Army Reserve team that designed, developed and implemented various types of real-world scenarios to be used in exercises conducted by various exercise teams of the 85<sup>th</sup> MEC for training and evaluation of active Army, US Army Reserve and US Army National Guard units.

Umpire/Controller Opposing Forces (OPFOR)

August 1988 – May 1989

Umpire/Controller Logistics

September 1987 – August 1988

Civil Affairs/Psychological Operations/Military Intelligence Team, 85<sup>th</sup> Maneuver Training Command, 85<sup>th</sup> Division (Training), Fort Sheridan, IL

Member of an Army Reserve team that designed, developed and implemented various types of exercises for US Army Reserve and US Army National Guard Civil Affairs, Psychological Operations, and Military Intelligence units. The exercises trained and evaluated the units in their specific functional areas, individual Soldier skills, as well as training for the unit's command and staff.

Executive Officer/Training Officer

October 1983 – October 1984

Company D, 3rd Battalion, 85th Regiment, 85<sup>th</sup> Division (Training), Arlington Heights, IL.

Principal staff officer for an Army Reserve unit's operations, plans and training.

Recommends to the commander priorities for allocating critical resources for the unit.

The unit was an Armored Cavalry One Station Unit Training (OSUT) Company that trains Soldiers from initial training (Basic Combat Training) through Cavalry Scout (19D) advanced training. Training Officer responsibilities include activities related to training, administration of testing programs, development of special events and activities, development of program goals and objectives, and the supervision or direction of various programs or operations. Develops short and long range plans for assigned program, and budget and staffing requirements; implements quality control procedures and policies.

# **Curriculum Vitae**

## **COLLEGE OF LAKE COUNTY**

Adjunct Faculty

Grayslake, IL

January 2002 – May 2002

Multimedia Instructor teaching COM 116, Developing Web Pages, an introductory Hypertext Markup Language (HTML) course as part of the Associates in Science, Multimedia Communications degree program.

## **LAKE COUNTY SHERIFF'S RESERVE DEPUTY UNIT**

Libertyville, IL

Training Officer/Instructor (Lieutenant)

March 1997 – July 2001

Sworn, non-paid peace officer volunteer position that supports the Lake County Sheriff's Office Reserve Deputy Unit volunteer program by developing, evaluating, coordinating, facilitating, administrating and conducting training for new recruits, current unit members, and the command and staff of the unit.

## **TEACHING INTERESTS**

Career education, technical education, adult education, emergency management/preparedness, technical writing, military science, law enforcement

## **LEADERSHIP AND SERVICE**

Training Coordinator (Volunteer), Palatine Emergency Management Agency (PEMA), PEMA Command and Staff, 2010 - 2016

Assistant TRADOC Capability Manager (Major, US Army), Training and Doctrine Command (TRADOC) Capability Manager – Lower Tier, Fort Bliss, TX, Action Officer, 2006 – 2009:

- Surfaced Launched Advanced Medium Range Air-to-Air Missile (SLAMRAAM) weapon system
- Counter-Rocket, Artillery, Mortar (C-RAM) weapon system
- National Capitol Region (NCR) Program

Lake County Sheriff's Reserve Deputy Unit (Volunteer), Libertyville, IL:

- Chief – Chief of Reserves, 2001-2003
- Lieutenant – Training Officer, 1997-2001
- Sergeant – Squad Leader, 1995-1997
- Corporal – Assistant Squad Leader, 1994-1995
- Reserve Deputy, 1989-1994

United States Army (Active Duty) and United States Army Reserve (USAR):

- USAR Officer on Active Duty (Major) – Air Defense Artillery Officer (14A), Fort Benning, GA and Fort Bliss, TX, 2006 - 2009
- USAR Officer (Second Lieutenant, First Lieutenant, Captain, Major) – Air Defense Artillery Officer (14A), Arlington Heights, IL and Fort Sheridan, IL, 1983 – 2006

# Curriculum Vitae

- USAR Noncommissioned Officer (Sergeant, Staff Sergeant, Sergeant First Class) – Infantryman (11B), Fort Sheridan, IL, 1978 - 1983
- US Army Noncommissioned Officer (Specialist Four, Specialist Five) – Improved HAWK Fire Control Technician (24E), Fort Bliss, TX, 1976 – 1978

Supervisor, Technical Documentation, Zebra Technologies Corporation, Technical Training and Documentation Department, 1998 – 2000

## PROFESSIONAL EXPERIENCE

TOWNSHIP HIGH SCHOOL DISTRICT 211, Palatine, IL  
Substitute Teacher, Classroom Monitor

Sep 2020 – Present

Supporting Palatine High School and Fremd High School by performing as a Substitute Teacher or Classroom Monitor during the initial 100% remote learning (for students) and transition to hybrid learning (50% onsite and 50% remote) programs for the 2020-2021 school year. Remote learning is conducted using Zoom and Schoology. Traditional in-classroom learning returned for the 2021-2022 school year. This is a temporary assignment and is part-time.

- Serve as a classroom monitor (located at the school) to provide supervision for students while they are taught remotely by their regular classroom teacher. Students were taught in a hybrid learning format until the 2021-2022 school year.
- Serve as a substitute teacher (located at the school) if a regular classroom teacher is not available. Students were in a hybrid learning format until the 2021-2022 school year when all teachers and students returned to the classroom.

US DEPARTMENT OF VETERANS AFFAIRS, Hines, IL  
Information Technology Specialist (Technical Writer)

Dec 2011 – Sep 2019

Researches, develops, and writes content for user manuals, technical documentation, and supporting materials for technical procedures and internally developed software applications. The position is located within the Office of Information and Technology (OIT), Solution Delivery, IT Operations and Services at the Hines, IL field office, but associated with projects staffed or developed anywhere in the United States. Retired from Federal service September 30, 2019.

- Designs technical and user-oriented documentation using various authoring tools.
- Evaluates the organization's technical requirements, policies, and regulations in order to establish conformance with set mission objectives.
- Participates in usability activities associated with the documentation of assigned projects.
- Reviews moderately complex data from multiple sources and determine relevant information to a given situation. Drafts, edits, and disseminates written reports and status updates that are factual and timely.
- Communicates, explains or defends complex information technology ideas and information clearly and adapts to the audience's level of knowledge.

# Curriculum Vitae

MILVIAN SOLUTIONS, El Paso, TX

May 2011 – Sep 2011

Air and Missile Defense Systems Analyst (Contractor) – Fort Sill, OK

Subject matter expert (SME) on the Joint Land Attack Cruise Missile Defense Elevated Netted Sensor System (JLENS), to the US Army. Represent the end-user (Soldiers and Air Defense Artillery units) to ensure that user interests (personnel, training, logistics, operations, organization, test, and doctrine) are adequately addressed in all phases of the material acquisition process.

- Provide, coordinate and interface between combat developers, material developers/managers, and system contractors on product improvements, operational testing, system fielding and modifications.
- Support working groups, studies and analysis; coordinates or conducts various level meetings and briefings.
- Develop, review or edit white papers, briefings, training programs and other documentation.

NOKIA CORPORATION (formally Novarra, Inc.), Itasca, IL

Nov 2001 – Oct 2010

Senior Technical Writer

Create and update Engines for Wireless Data™, Vision™ and Ovi™ software products (client/server) documentation to reflect new products and major enhancements. This includes sales, client and end-user documentation for Marketing, Product Management, Sales and Engineering.

- Produced user guides, installation & administration guides, quick reference cards, developer guides, menu flow diagrams, white papers, release notes, and marketing product overviews.
- Created and edited source content, in Adobe Frame Maker or Microsoft Word, and convert it for publication as online help, PDF files and for the company (Novarra) web site.
- Captured, modified, edited or create graphic content for all documentation using SnagIt, Corel Draw, Corel Photo Paint and Microsoft Visio.
- Developed an online training program for a customer's sales force and for the promotion of Novarra products. Created content and posted to the company's (Novarra) website using Dreamweaver or hand-coded HTML.

TRADOC CAPABILITY MANAGER – LOWER TIER, Fort Bliss, TX      Sep 2006 – Sep 2009  
Assistant TRADOC Capability Manager – Lower Tier (Major, US Army)

Represent the end-user (Soldiers and Air Defense Artillery units) to ensure that user interests (personnel, training, logistics, operations, organization, test, and doctrine) are adequately addressed in all phases of the material acquisition process.

## Curriculum Vitae

- Temporarily recalled to active duty to support the Global War on Terror (retired upon release).
- Surface Launched Advanced Medium Range Air-to-Air Missile (SLAMRAAM) system and Counter-Rocket, Artillery, Mortar (C-RAM) system subject matter expert (SME).
- Developed, reviewed or edited white papers, briefings, training programs and other technical documentation. Conducted various level briefings to General Officers, Pre-command Course students and Captain's Career Course students.
- Developed a Staff & Planners course for instructors of the Air Defense Artillery School. Assisted in the establishment of the C-RAM system training base at Fort Bliss and the training of US and United Kingdom military on the system.

COLLEGE OF LAKE COUNTY, Grayslake, IL  
Multimedia Instructor (Adjunct Faculty)

Jan 2002 – May 2002

Instructor for COM 116, Developing Web Pages, an introductory Hypertext Markup Language (HTML) course. Part of the Associates in Science, Multimedia Communications degree program.

- Students examined page and site design concepts with an emphasis on interface design for good navigation. Introduced and used style rules and style sheets in web page development.
- Discussed the target audience, hardware and software capabilities, and the impact on the website produced. Students developed projects throughout the course using only hand-coded HTML (no HTML editors were used). Exams and quizzes that involved the debugging of erroneous code were used.
- Students ranged in age from teenagers to senior citizens with a wide variety of education, interests and experience.

NIKU CORPORATION, Lincolnshire, IL  
Technical Writer

Sep 2000 – Jul 2001

Create and update Niku Services Relationship Management (SRM) software documentation to reflect the major enhancements and new features.

- Wrote the *Niku 6 Financial Processing User Guide*, *eNiku 4 User Guide*, *eNiku 4 Installation and System Administration Guide* and the *Revenue Manager Installation Guide*.
- Converted four user's guides (legacy documentation) from Microsoft Word to Adobe Frame Maker.
- Wrote the graphics chapter to the department's style guide.
- Assisted the department's Curriculum Developer in the design and implementation of software training manuals for *eNiku 4*.
- Was the department's Microsoft Word troubleshooter/subject matter expert.

# **Curriculum Vitae**

**ZEBRA TECHNOLOGIES CORPORATION, Vernon Hills, IL**  
Supervisor, Technical Documentation

Apr 1998 – Sep 2000

Responsible for supervising four technical writers, a technical illustrator, and a multimedia specialist. Department is responsible for writing, editing and updating user's guides, maintenance manuals, service bulletins and installation instructions for Zebra Technologies products.

- Combined and led two formally separate writing departments (User Documentation and Maintenance Documentation) under the newly created Technical Documentation department.
- Responsible for scheduling, training, counseling, recruiting and hiring personnel for the department.
- Personally wrote four maintenance manuals, over 40 option/maintenance kit instructions and four user's guides using Adobe Frame Maker, Microsoft Word, or Ventura Publisher.
- Developed interactive maintenance manuals using Adobe Acrobat and Authorware 5.
- Captured, modified, edited or create graphic content for all documentation using SnagIt, Corel Draw, Corel Photo Paint, Microsoft Visio, CAD drawings and digital cameras.
- ISO 9001 Author for the Technical Training and Documentation Department.

**EQUISERV (A SNAP-ON TOOL COMPANY), Lincolnshire, IL**  
Technical Support Specialist

JUN 1997 – APR 1998

Responsible for telephone technical support to company technicians, sales representatives and customers for Snap-on/Sun computerized engine analyzers, emission analyzers and information systems. Other responsibilities include writing and updating service manuals, service bulletins, mechanical and electrical drawings.

- Rewrote several chapters on two engine analyzers to include creating and editing drawings of the equipment and accessories.
- Developed software menu flow charts on four different engine analyzers to allow Technical Support Specialists to effectively assist in troubleshooting over the phone.
- Developed lesson plans, presentations, training aids, and conducted training in Basic Personal Computer, Basic DOS 6.0, Basic Windows 3.11 and Basic Windows 95 for Field Service Technicians.

**GENERAL BINDING CORPORATION, Wheeling, IL**  
Technical Specialist

Mar 1993 – Jun 1997

Responsible for telephone support to company technicians, company sales branch offices, independent equipment dealers and customers for the repair of all General Binding, Velobind, Bates, Pro-Tech and Sickinger office and industrial equipment.

## **Curriculum Vitae**

- Wrote and updated service manuals, technical bulletins, mechanical and electrical drawings for new and legacy equipment serviced and supported by GBC National Service Department.
- Developed lesson plans, presentations, training aids and other training materials, and conducted training for new technical representatives and dealer representatives.
- Developed a technical trouble and solution coding system used by field technicians on the computerized dispatch system.
- Developed a “read ahead” training packet for new hire technicians and published the department monthly newsletter.