

Duffy, Daniel

B3 # 12969

From: Boburg, Shawn [Boburg@northjersey.com]  
Sent: Monday, January 30, 2012 1:34 PM  
To: Duffy, Daniel  
Subject: Request #2

Hello, Mr. Duffy:

I'm requesting the resume of each person listed below in parenthesis. If there is personal information that is exempt from disclosure, such as Social Security numbers, I request that the records be provided with that information redacted. If there is no resume on file, please indicate that for each of the following people. I am also requesting any public job posting for each of these positions, which have been filled between Jan. 1, 2010 and Sept. 13, 2011.

Special assistant to DED (Gretchen DiMarco)  
Federal Affairs Dir. (Laurie Michel)  
External Relations Client Rep. (Ann Mary Di Paola O'Rourke)  
Interstate Capital Projects Director (David Wildstein)  
Publications Editor (Damon DiMarco)  
Mgr., Emergency Readiness (Jay Alpert)  
Associate Information Officer (Sara Beth Joren)  
Dep. Director, Public Safety (Jerry Speziale)  
Principal Business Manager (Steven Cohen)  
Asst. Dir., Real Estate (Edward Nathan)  
Mgr., Port Jersey Marine Terminal (Matthew Sprung)  
Mgr., EZPass Customer Service Call Center Performance (David Haytaian)  
Assistant Director, Planning and Project (Terriann Moore-Abrams)  
Senior Project Mgr., Enterprise Risk Management (Stanley Domalewski)  
Asst. Director, New Port Initiatives (Dominick Fiorilli)  
Sr. Financial Analyst (Raymond Viggiano)  
Mgr. Contract Administration, Teterboro (Rick Vander Wende)  
Sr. Financial Analyst (Francis Hannan)  
Asst. Director, Customer, Concessions & Airport Services (Ronald DeRose)  
Associate HR Rep (Rosalind Best)  
Staff Auditor (Allan Focarino)  
Sr. Project Mgr., Capital Programs (Robert Cressen)  
Director, Marketing (Andrew Hawthorne)  
Chief, Public & Government Affairs (Jamie Loftus)  
Senior Marine Terminal Operations Representative (NJMT) (Anthony Gwiazdowski)  
Facility Maintenance Specialist (EWR) (Edward Ramirez)  
Public Information Officer (J. Hunter Pendarvis)  
Attorney (Jonathan Meinen)  
Attorney (Barbara Hutcheon)  
Attorney (Thomas Segreto)  
Staff External Relations Representative (Richard Rebisz)  
Senior Financial Analyst (Arthur Ramee)  
Toll Collector (Dominick Malanga)  
Temporary Passenger Information Agent (Rebecca Galik)  
Senior Advisor to the Chairman (Patrick O'Reilly)  
Principal Financial Analyst (Gregory Perrone)  
Trackman (Dean Bozza)  
Mgr., Media Planning (Anthony Hayes)

Thank you,  
Shawn Boburg  
201-937-3075

**THE PORT AUTHORITY OF NY & NJ**

Daniel D. Duffy  
FOI Administrator

May 14, 2012

Mr. Shawn Boburg  
The Record  
1 Garret Mountain Plaza  
Woodland Park, NJ 07424

Re: Freedom of Information Reference No. 12969

Dear Mr. Boburg:

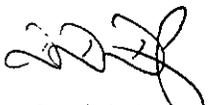
This is a response to your January 30, 2012 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code") for copies of résumés related to various employees.

Material responsive to your request and available under the Policy, can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/12968-O.pdf>. Paper copies of the responsive records are available upon request.

Certain material responsive to your request is exempt from disclosure pursuant to exemption (1) of the Code.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Daniel D. Duffy  
FOI Administrator

225 Park Avenue South  
New York, NY 10003  
T: 212 435 3642 F: 212 435 7555

## JAY ALPERT

Highly qualified, results achieving senior administrative director offering proven experience. Distinguished 25 year public service career. Exceptional management and inter-personal communication skills, infrastructure security development and implementation. Seeking a management position in a security related field which can utilize my background and experience in the public and private sectors

### PROFESSIONAL EXPERIENCE

- Aug 2009 – Hercules Global Response ..... Hillsdale, New Jersey  
Present Vice President  
➤ Corporate coordination – Disaster Relief & Contingency Planning
- Feb 2007 - Alpert Associates LLC ..... Mt. Freedom, New Jersey  
Present New Jersey Licensed Private Detective - Principal  
➤ Investigations, security consulting, executive protection (global)
- 1991 – Bergen County Sheriff's Department ..... Hackensack, New Jersey  
1998 Sheriff of Bergen County  
➤ Direct responsibility, all Operational day-to-day aspects, 500+ member organization  
➤ Directed investigations conducted: Detective Bureau and Forensic Crime Unit  
➤ Coordinate all sworn officers and civilian staff  
➤ Developed and administered the department's \$34 million annual budget  
➤ Managed care and custody, 1,000+ prisoners (Bergen County Jail)  
➤ Created and implemented an 80-member Emergency Response Team and Special Operations Unit (controlling civil unrest, anti-terror/riots, hostage team and dignitary protection)  
➤ Principal project team organizer, \$62 million jail and \$4 million forensic laboratory facility design & construction  
➤ Workplace Violence prevention, Sexual Harassment and Identity Theft investigations
- 1980- 1990 Hackensack Police Department ..... Hackensack, New Jersey  
1999 – 2005 Detective Sergeant  
➤ Supervisor - Criminal Investigation, Narcotics & Organized Crime Squads  
➤ Major crime, fraud and banking investigations  
➤ Executive Administrative Aide (Chief of Police) Grants Procurement, internal affairs operations, designing and instituting improved patrol and investigative strategies.
- April 2006 – PNY Technologies, Inc. .... Parsippany, New Jersey

Dec 2006

**Director - Corporate Security and Facilities**

- Direct all security operations (global headquarters high-tech manufacturing and distribution)
- Eight international facilities. (South America, Europe, Asia)
- Developed and implemented security policies, training programs / operating procedures
- Designed and coordinated closed circuit television monitoring system installation
- Bid specifications, vendor assessments (state-of-the-art alarm systems, access controls)
- Functional knowledge - OSHA compliance

**JAY ALPERT**

**PAGE 2**

**EDUCATION**

LaSalle University

- **Master of Science - Criminal Justice Management**
- **Bachelor of Science - Criminal Justice**

**CERTIFICATIONS**

**Certified Public Manager (CPM)**

Rutgers University/New Jersey Department of Personnel

**Certified Law Enforcement Planner (CLEP)**

International Association of Law Enforcement Planners

**ACCOMPLISHMENTS**

- **Court TV (2003 - 2009)** Live commentator (high profile criminal trials)
- **CDP TALK (1999-2001)** Host, live weekly radio talk
- **NORTH JERSEY'S MOST WANTED (1996-1998)** Host, daily cablevision
- Recipient of the prestigious "J. Edgar Hoover Memorial Gold Medal for Distinguished Public Service"
- Silver Star Award (National Association Chiefs of Police) 1986
- Created the School Anti-Violence Education (S.A.V.E.) program (adopted by the Bergen County Education Association as a model, teaching students and teachers violence responses
- F.B.I. Certified Hostage Negotiator
- Mayor, Randolph, New Jersey (January 2007 – Present)

# Rosalind Best

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## Human Resource Manager/Specialist

**Core Competencies:** Organizational Management / Budgeting / Reasoning / Teamwork / Creative Thinking / Oral Communication / Entrepreneurship / Customer Relationship Management / Human Resource Management

**Objective:** Highly analytical and "hands on" individual with a focus in organizational management, seeking to secure a challenging position in a company that is committed to the well being of its people and to career advancement. I consistently take the initiative to identify and resolve workforce issues. I earned my Masters degree from NJ Institute of Technology with a concentration in Organizational Management.

## Professional Work Experience

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**Horizon Blue Cross Blue Shield, Admin. Assistant, Human Resources, Newark, NJ 05/2008 - 10/2008 (temp)**

*Provided administrative support to 4 Business Partners & 8 Employee Relations Consultants*

- Liaised with Employee Relations and Union Representatives to ensure employees cases were properly documented, sent and received by all concerned parties.
- Compiled job descriptions for organization's re-organization
- Maintained employee life cycle retention spreadsheet (i.e. terminations, hires, transfers, probations)
- Responded to internal inquiries regarding policy and procedures.
- Prepared presentations and materials for timely distribution to senior level executives.

**Automatic Data Processing, Sr. Admin Assistant, Cash Operations, Parsippany, NJ 12/2002 - 02/2007**

*Supported Director and Manager and Cash Operations Department*

- Administrator responsible for interacting with employment agencies with reference to new staffing. Role included reviewing resumes, scheduling interviews, and managed the employee on boarding process.
- Managed billing, inventory control, budgeting and purchasing.
- Researched, formulated and prepared budgets and actual year-end financials.
- Coordinated special events at the department level, scheduled meetings, and prepared agendas
- Resolved internal and external customer queries/request.
- Point person for the extraction, compilation of departmental data and statistical records.
- Prepared presentations for departmental meetings and conferences.

**Automatic Data Processing, Data Integration Specialist, Roseland, NJ**

**01/2002 - 11/2002**

*Instructed & Supported clients on the Installation of the Data Collection Software*

- Entered client's information into Data Collector database
- Recorded and responded to client inquiries regarding the Data collector product
- Investigated and resolved client issues, while maintaining daily log

## Professional Development

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**NJIT - Masters in Management with a concentration in Organizational Management (Accelerated program), 2010**

**- Bachelors of Science.- Business Management - Entrepreneurship, 2009**

**Honors:** Dean Dean's List: fall 2007, spring 2008

**Relevant Coursework:** Human Resource Management, Organizational Behavior, Organization Design & Development, Knowledge Management, Technical & Professional Communication, Business Policy, Strategic Management, Legal and Ethical Issues.

### Computer Skills:

Microsoft Word, Excel, PowerPoint, Project, Visio, Outlook, Lotus Notes, Arriba, Concur, PeopleSoft, Typing 75 wpm

Dean L. Bozza

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Schooling

September 2010 – November 2010  
Rutgers University  
Center for Government Services  
Tax Collector - I

June 2007  
Nutley High School, Nutley, NJ  
Received High School Diploma

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Personal Skills

Great at multitasking, excellent computer skills, quick learner, great communication skills, team player & ambitious

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Work Experience

**Township of Nutley** – June 2009 – October 2010  
Department of Parks and Public Property  
44 Park Avenue, Nutley, NJ 07110  
Position: Laborer

- \*Maintain Township public parks; tree trimming, flower planting, mulch
- \*Maintain all Township public buildings
- \*Masonry work; including but not limited to brick pavers, floor patch and repair
- \*Construction on all Township owned buildings
- \*Repair and installation of all park equipment

**All-Phase Flooring** – February 2009 – June 2009  
Nutley, New Jersey  
Position: Floor Mechanic

- \*All phases of carpet installation in industrial buildings as well as residential along with construction maintenance when required

**Franklin Steakhouse** – January 2008 – February 2009 (Part-time)

Franklin Avenue

Nutley, New Jersey 07110

Position: Bar Back

\*Assist bartender

\*Manage customers

Community Activities

Member of the Volunteer Nutley Fire Department

Volunteer at the Amvets Post 30

Nutley, NJ

Volunteer at Nutley Parks & Public Property Events

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References

Mr. Louis Malfitano

Empire Construction

49 East Centre Street

Nutley, NJ 07110

Cellular No.

Ms. Evelyn Rosario

Municipal Clerk

Township of Nutley

One Kennedy Drive

Nutley, NJ 07110

Business No. 973-284-4955

Cellular No.

Mr. Harry Kirk

General Supervisor

Department of Parks and Public Property

Township of Nutley

44 Park Avenue

Nutley, NJ 07110

Business No. 973-284-4966

**Steven A. Cohen**

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**Experience**

4/2002-present Prudential New Jersey Properties, Hillsborough, NJ

**Realtor**

- § Commercial, Investment, Single Family homes, and land transactions.
- § 2004 - Managed company wide fundraising for the Sunshine Kids Foundation coordinating 27 offices.

4/2002-present Consolidated Title Agency, No. Brunswick, NJ

**Title Agent**

- § Prospect and arrange for real estate attorneys to utilize our agency for their title insurance needs.

2/1/97-4/2002 West Group, Eagan, MN

**Senior Sales Representative**

- § Publisher of legal research tools; Web based, CD, and print products.
- § Designer and host for internet based marketing solutions for attorneys. (Web sites)
- § Marketed and hosted intranet services.
- § NYC territories

1992-6/96 Matthew Bender & Co. (Read-Elsevier Company)

**Senior Sales Representative**

- Key Accounts management.
- Assistant Sales Trainer
- Publisher of legal research tools formatted in CD, print. (See above.)

1989-1992 Lawyers Cooperative Publishing (presently West Group)

**Senior Sales Representative**

- Law Firms account representative in lower Manhattan.

1984-89 Matthew Bender & Co. (see above)

**Sales Representative**

1980-84 R.S. Crum & Company Mountainside, N.J.

**Sales Representative**

- Distributor of valves and fittings for the Crawford Fitting Company (manufacturer of Swagelock brand tube fittings)
- Middlesex county, NJ territory.

1977-80 Acme-Visible Records Crozet, VA

**Sales Representative**

- Manufacturer of automated filing equipment and specialty forms.
- North Jersey banking and government vertical markets.

**Education**

**William Paterson College of New Jersey , Wayne, N.J.**

**BA 1975**

**Personal**

**Married, two daughters and I reside at 60 Oak Terrace, Hillsborough,  
N.J. 08844**

**Member of the Hillsborough Rotary Club, having served for many  
Years as the clubs secretary and on the executive committee.**

**I have managed and helped supervise many golf outing fundraisers for  
the Rotary Club, Hunterdon Somerset Association of Realtors, and  
Prudential New Jersey Properties/Sunshine Kids Foundation.**

## ROBERT J. CRESSEN

### AWARDS AND ACHIEVEMENTS

- Toms River School's Superintendent Roundtable Excellence Scholarship, 1989

### EXTRACURRICULAR ACTIVITIES & COMMUNITY INVOLVEMENT

- Preservation Red Bank-Trustee, Red Bank Elks Lodge 233
- U.S. Lifesaving Assoc. Certified – Officer: Ortley Beach Patrol; seasonal
- Competitive amateur triathlete (swim/bike/run)
- Special Olympics Coach/Volunteer
- Freelance writer / Guitar / Antique Car Club Member / Martial Arts Instructor

### PROFESSIONAL EXPERIENCE (continued)

coordinated five days of activities and travel arrangements for more than 500 delegates and honorary delegates; Assisted in the development and implementation of campaign operation plans, GOTV plans and voter contact programs for municipal, county, state and congressional candidates.

#### **POLITICAL DIRECTOR**

*New Jersey Republican State Committee (Jan. 2000 – July 2000)*

Responsible for overall communication strategy for the national Republican Party, through coordination with the White House, RNC leadership, 50 state republican committees, elected GOP officials, and third party stakeholders; Managed the budget for a several million dollar communication operation, direct opposition research projects, and interacted daily with national and regional media outlets as an on the record spokesperson; Collaborated with the paid media and digital media teams.

#### **EXECUTIVE DIRECTOR**

*Assembly Republican Majority (March 1999 – November 1999)*

Managed the development and implementation of a campaign operations plan, GOTV plan and voter contact programs for all Assembly Republican incumbents and candidates in the 1999 election cycle; Tracked all expenses to campaign budget of two million dollars; Interviewed and managed staff of campaign managers, and support staff for 11 targeted campaigns; Acted as ARM spokesperson for all press inquiries. Interviewed and managed general consultants, pollsters, opposition researchers, and telemarketers for targeted campaigns; Assisted in the design, layout, copy writing, content accuracy and distribution of 25 piece direct mail programs for each targeted campaign; Acted as liaison between the Governor's Office, RNC and ARM; Reported directly to Assembly Speaker Jack Collins.

#### **SENIOR PUBLIC INFORMATION OFFICER / RADIO LINE PRODUCER**

*New Jersey State Assembly (December 1997 – March 1999)*

**CAMPAIGN MANAGER** • *Kyrillos, Azzolina, Thompson Campaign*  
(July 1997 – November 1997)

**PRESS OFFICER** • *New Jersey State Assembly*  
(March 1995 – July 1997)

**FIELD CORESPONDENT & SPORTS ANCHOR** • *Adelphia Cable Communications, Inc.*

(October 1993 – February 1995)

**HOST / PRODUCER** • *Cable Television Network*  
(October 1993 – February 1995)

# RONALD DEROSE

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## EDUCATION

**Georgetown University Law Center, Washington, D.C.**

*Juris Doctor, 2002*

- Georgetown University Law Center Business Law Society

**Villanova University, School of Commerce and Finance, Villanova, PA**

*Bachelor of Science in Finance, 1998*

## EXPERIENCE

**Kirkland & Ellis LLP, New York, NY**

*Associate, July 2007 – August 2010*

Represented private equity sponsors, public and private borrowers and lenders in domestic and cross-border secured and unsecured financings, including leveraged acquisition financings, first and second lien financings, subordinated lending transactions, asset based financings and restructurings. Independently managed all aspects of financing arrangements, including the commitment and closing processes. Drafted and negotiated transaction documents, including, credit agreements, note purchase agreements, seller notes, guarantees, pledge and security agreements, commitment letters, term sheets and fee letters. Communicated directly with clients and inform, advise and assist them with various aspects of compliance in connection with their financing arrangements, including preparation of periodic public filings with the Securities and Exchange Commission. Transactions range in size from tens of millions of dollars to in excess of five hundred million dollars.

**Paul, Weiss, Rifkind, Wharton & Garrison, LLP, New York, NY**

*Staff Attorney, May 2005 – July 2007*

Involved in all phases of trial preparation for complex business litigation cases. Supervised and led a team of attorneys and paralegals in handling discovery requests and deposition preparation. Reviewed and analyzed confidential documents requested by regulatory entities, such as the Securities and Exchange Commission and the United States Department of Justice, and opposing counsel in connection with pending litigation. Responded to interrogatories and document requests. Interviewed witnesses and drafted memoranda regarding interviews. Drafted and prepared attorney-client and attorney-work product privilege logs. Completed special projects as assigned.

**Jamestown Associates Public Affairs, Princeton, NJ**

*Associate, September 2003 – April 2005*

Provided election law advice to candidates for state and federal office. Performed research and completed a comprehensive analysis regarding the Bipartisan Campaign Finance Reform Act of 2002. Assisted elected officials and candidates analyze and interpret laws and pending legislation. Provided strategic, grassroots and media consulting services to candidates for federal, state and local office.

**Hon. Alfonse J. Cifelli, Superior Court of New Jersey, Newark, NJ**

*Judicial Clerk, August 2002 – September 2003*

Researched and prepared memoranda on various state law issues. Assisted in drafting judicial opinions. Responsible for administering motion calendar, including analysis of briefs and scheduling of oral arguments.

## BAR ADMISSIONS

New York, 2003; eligible for waiver into District of Columbia

## INTERESTS

Cooking and Politics.

# Gretchen DiMarco

<b>Objective</b>	Secure a position that will allow me to draw on my education, experience and skills in the areas of strategic communication, interpersonal networking, and event coordination. The ideal position will challenge me to think creatively, build collaborative relationships and achieve bold, vision-driven goals.
<b>Education</b>	S.I. Newhouse School of Public Communication – Syracuse University Bachelor of Science in Advertising, 1999
<b>Professional Experience</b>	<b>Director of Membership Growth – Alpha Xi Delta Fraternity December 2007 – Present</b> <ul style="list-style-type: none"><li>• Increased organizational membership by 7% and number of chapters by 3% in just one year</li><li>• Strategically identified opportunities for growth</li><li>• Planned and executed events ranging from one-on-one cultivation meetings to large and small-scale receptions to regional and national conferences and training experiences</li><li>• Utilized the appreciative inquiry model to identify and market organizational strengths and craft organizational message designed to forge strong connections between the organization and both new and existing members</li><li>• Developed and implemented new, attractive branding concept to market organization to potential host institutions</li><li>• Demonstrated excellent public speaking skills to present organizational benefits to potential partners</li><li>• Managed department budget to ensure judicious use of resources</li><li>• Created and executed annual 5-day training conference to teach members essential recruiting skills: strategic messaging, event planning, and branding</li><li>• Cultivated donors for the Alpha Xi Delta Foundation</li></ul> <b>Associate Executive Director, Northeast – Alpha Xi Delta Fraternity June 2003 – December 2007</b> <ul style="list-style-type: none"><li>• Recruited, developed and motivated a team of over 100 national, regional and local volunteers</li><li>• Increased the size of the territory by 4%</li><li>• Cultivated and maintained collaborative relationships with various stakeholders including board members, prominent donors, colleges and universities, and high-level volunteers</li><li>• Lead the organization's largest territory toward the realization of the organizational vision</li><li>• Managed operations of both paid and volunteer staff</li><li>• Designed and implemented creative initiatives to achieve the directives of the organization's strategic plan</li></ul> <b>Member Development Coordinator – Alpha Xi Delta Fraternity June 2000 – June 2003</b> <ul style="list-style-type: none"><li>• Provided recruitment training and assistance to sub-groups focused on building organizational image and individual self-esteem resulting in an average 2% increase in membership each year</li><li>• Coordinated the development and implementation of an overall member development program focused on personal and professional development within the Emotional Intelligence framework</li><li>• Utilized various theories of leadership development to provide cutting-edge, educational resources for members, both undergraduate and alumnae</li><li>• Partnered with student affairs professionals for a variety of campus-based initiatives</li><li>• Served as a guest speaker and/or facilitator on issues of leadership, recruitment, and best practices</li></ul> <b>Educational Leadership Consultant – Alpha Xi Delta Fraternity July 1999 – May 2000</b> <ul style="list-style-type: none"><li>• Traveled to 29 college campuses in 17 states to work with both undergraduate and alumnae members on a variety of issues, including recruitment, leadership development, and organizational management</li><li>• Guided members through the process of strategic planning, goal setting, and visioning</li><li>• Partnered with volunteers and student affairs professionals to determine best strategies to assist members</li><li>• Served as an ambassador for the organization to various stakeholders including alumnae and host institutions</li></ul>
<b>Volunteer Experience</b>	Friends of Senator Bill Baroni – Event Planning and Assistance Association of Fraternity Advisors Annual Meeting Awards Committee Doorway to Hope Christmas Gift Drive Coordinator Six-time Undergraduate Inter-Fraternity Institute Facilitator Northeast Greek Leadership Association Annual Meeting Values Institute Faculty Mid-American Greek Council Association Annual Meeting Faculty Syracuse University Town Meeting Facilitator
<b>Additional Training</b>	The LeaderShape Institute StrengthsQuest™ Themes: Achiever, Command, Strategic, Maximizer, Context

# Damon DiMarco

Technical Writer/Trainer/Presentation Consultant/RFP Specialist/

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## SUMMARY

A technical writer (procedures, manuals, documentation, etc.), trainer, presentation consultant, RFP specialist, and published author with a performing arts background.

Extensive experience in the planning and execution of procedures and techniques; disaster recovery plans; documentation; live presentations; training; and proposal responses for technical products, especially for the software, financial services, and education communities.

Expertise includes:

- Instructional design with an emphasis on hierarchical procedures and recursive outcomes;
- Documentation of backup and disaster recovery procedures, and maintenance of same;
- User manuals and training programs designed for new and versioned software packages;
- Installation and training guides;
- Liaising with technical personnel to distill and create procedural documentation for non-technical personnel;
- Liaising with sales and marketing personnel to produce powerful, client-facing collateral;
- Liaising with legal departments to ensure compliance with company policy on all client-facing material;
- Drafting and editing of marketing materials, including collateral for new software products and updated versions of products already in existence;
- Conception, scripting, and narration of Captivate interactive software training modules;
- RFPs presenting Enterprise Data Management (EDM) software to major institutions in the international financial services industry (e.g.: GE Asset Management; RBC Dexia; Bank of Montreal; Deutsche Bank; etc.)
- Coaching of client-facing personnel toward higher levels of efficacy in their face-to-face presentations;
- PowerPoint presentations;
- Excel spreadsheets;
- All manner of research, guidance, and creative consultation for the communication of ideas, themes, and messages, both internal and external to a company.

# Damon DiMarco

Technical Writer/Trainer/Presentation Consultant/RFP Specialist/

## Consulting Experience

**I3**

4/09

### **Procedures Documentation Project for Bank of New York:**

- Worked an intensive, month-long, surgically-targeted project to compose, verify, and streamline meticulous procedures in up to 30 volumes of financial services documentation.
- Further details fall under the auspices of a signed Nondisclosure Agreement.

**GoldenSource**

6/05 – 4/09

### **For Training Department/Knowledge Center:**

- Created and maintained a library of technical, procedural, implementation, and security documentation for use in the RFP process, as well as during presales efforts.
- Created and maintained the GoldenSource Disaster Recovery Guide.
- Created, maintained, and published training guides for new clients.
- Assisted the GoldenSource documentation team in wordsmithing several thousand pages of technical and procedural documentation for newly-released versions of the GoldenSource EDM suite, as well as for related products.
- Conducted test procedures for the newly-installed company-wide Wiki.
- Drafted marketing collateral for new and updated product releases.
- Worked closely with 10 - 15 sales and presales associates, 3- 5 product managers, and technical personnel based in the GoldenSource international headquarters (NYC) and throughout the company's international offices in London, Austria, and Mumbai.
- Conceived, scripted, executed, and narrated procedural software training videos using Captivate, which were deployed across the company's international offices.
- Worked as the company's sole U.S. based RFP Specialist; responsible for composing 12 – 15 account-winning RFPs per year on behalf of the GoldenSource EDM suite and all related products.
- Coordinated the Mindleaders subscription program which offered company-wide continuing education. Responsibilities included maintaining enrollment, notifications, and scoring for all employees worldwide.

**LD (Learning Disorder) Resources, Inc., Editor**

1/04 – 6/05

### **A Public Advocacy Group and Interactive Community for People with Learning Disorders**

- Prepared extensive marketing collateral for the company founder to use in presentations to donors and strategic partners, including many notable foundations and charities.
- Organized the company founder's memoirs for presentation as marketing collateral with an additional eye toward future publication as a non-fiction title with specializing in relief of learning disorders through non-pharmacological means.
- Researched non-pharmacological treatments for Dyslexia and ADHD, including biofeedback, herbal remedies, physical therapies, OpenFocus™, hypno-therapy, proper diet, sleep augmentation, etc.
- Produced and edited copy for use on the company website (articles, news updates, blurbs, etc.)

**The Princeton Review**

5/04 – 6/05

### **New York, K-12 Division**

- Revised and enhanced existing training materials.
- Contributed to product enhancements and quality assurance testing of the above-mentioned scoring system.

# Damon DiMarco

Technical Writer/Trainer/Presentation Consultant/RFP Specialist/

- Deployed to school districts throughout Maryland, Delaware, and Pennsylvania to present a computerized, browser-based, subscription-maintained test scoring and score aggregation system designed to improve basic skills in Math and English in compliance with objectives prescribed by the No Child Left Behind Act.
- Trained other consultants to perform and perfect their execution of the same job.

## Lead Dog Marketing

1/03 – 9/03

### For the Microsoft Amazing Windows XP Adventures Tour, 2003

- Trained extensively on the Windows XP Operating System with Microsoft consultants.
- Played host to a live, multi-media trade show which traveled to sixteen major American cities over a six month itinerary. Hanger-sized tents were set up in communal areas (e.g. Union Square, NYC; Grant Park, Chicago; Seattle Center for Bumbershoot in Seattle; etc.) to offer free training sessions on the new procedures and features offered by Windows XP OS. Audiences generally amounted to crowds of 100 – 200 people.
- Performed up to six shows a day as described above (each show lasted approximately half an hour).
- Scripted and revised procedural material with an entertainment flavor in consultation with Lead Dog Marketing and consultants visiting frequently from Microsoft Corporate Headquarters in Redmond, WA.
- Improvised wildly based on audience response, whimsy, environmental vicissitudes, and technical malfunctions.

## Freelance Writer

9/01 – present

### Private Clientele and Personal Projects

- Crafted contract-winning non-fiction book proposals complete with detailed and compelling market impact arguments for submission to major publishing houses across several genres.
- Wrote several books published with major publishing houses (please see the section titled OTHER PROFESSIONAL EXPERIENCE).
- “Ghostwrote” books and articles for several different mediums under a variety of pseudonyms.
- Edited, wrote, or consulted on literary projects (including novels, screenplays, stage plays, web copy, slide show narrations and television pilots) in all phases of development from infancy to finished product for private clients and partnerships.

## Thompson Peterson's

9/00 – 9/01

### Standardized Tests

- Scored, spiraled, and coded test questions for the SAT and ACT.
- Researched test standards, procedures, and protocols for “subject tests,” including English Literature, American Literature, Philosophy, History, and Fine Arts,
- Scripted tests (spiraled) for the subject areas listed above based on the findings of my research.
- Scored and coded the tests mentioned above.

## The Princeton Review

9/92 – 9/99

### New Jersey Regional Headquarters and the New York City International Headquarters

- Taught preparation courses for standardized tests including the SAT, GRE, LSAT, and GMAT.
- Taught SAT prep courses at summer-long intensive programs in Burlington, Vermont and Seoul, South Korea.
- Auditioned, hired, and trained teachers for the SAT.
- Researched question standards, methodologies, and formats set by Educational Testing Services (ETS) for the construction of SAT verbal and math exams.
- Worked under the direct supervision of the Director of GRE Research and Development to code,

# Damon DiMarco

Technical Writer/Trainer/Presentation Consultant/RFP Specialist/

spiral, and produce simulated GRE questions in response to changing trends and standards in the test.

- Wrote SAT, GRE, and GMAT tests for use throughout the international organization based on standards, methodologies, and formats set by ETS.
- Enrolled as a student in test preparation classes led by competitor companies to report on competitor methodologies, practices, approaches, and materials.

## OTHER PROFESSIONAL EXPERIENCE

### Published Author

- *Tower Stories : An Oral History of 9/11* (Santa Monica Press)
- *Heart of War : Soldiers' Voices from Iraq* (Citadel)
- *Out of Bounds* with NFL Offensive Linebacker Roy Simmons (Carrol & Graf)
- *The Actor's Art & Craft* with William Esper, foreword by David Mamet (Anchor Books)
- *The Quotable Actor : 1001 Pearls of Wisdom from Actors Talking About Acting* (Santa Monica Press)
- *My Two Chinas : The Memoir of a Chinese Counterrevolutionary* with Tang Baiqiao (Prometheus Books, slated for release in early 2011).
- Member of the Authors Guild

### Other Writing

- Full-length plays awarded productions: *My Mariners* (with Jeffrey Harper) and *Shock & Awe*.
- Screenplays written on speculation.
- TV pilots written on speculation.
- Inaugural member of the New River Dramatists in Healing Springs, North Carolina.

### Acting

- Member of performing artists' unions: AEA, AFTRA, and SAG.
- Roles in regional theatre, daytime (recurring) and primetime television, TV commercials, industrial films, and independent films.
- Live on-air host for NYC-based educational program ("School's Out!" on the MSG Network)
- Performance resume available upon request.

### Teaching

- Adjunct Professor of Theatre Arts, teaching Acting & Directing at Drew University (2000 – 2007)
- Acting Teacher at the New York Film Academy (2006 – 2008)
- Private acting coach for clients in NYC (2007 – present)

## EDUCATION

Rutgers University, Mason Gross MFA, Professional Actors Training Program  
Drew University BA, English Literature and Theatre Arts

# Ann Mary Di Paola O'Rourke

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## SUMMARY OF QUALIFICATIONS

**Strategic Partnering • Tactical Planning • Legislative Research and Analysis  
Team Building and Leadership • Public Speaking • Executive Presentations**

- Career achievements in local and county politics, both administratively and as an elected official for more than 8 years.
- Strong background in state government relations combined with previous experience in law, education, and accounting.
- Exceptional writing ability demonstrated in succinct drafting of position papers and reports.
- Proven success in coordinating diverse and complex activities in deadline-driven environments.

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## PROFESSIONAL EXPERIENCE

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### **Chief of Staff for Assemblyman Scott T. Rumana, Assistant Leader in the NJ Assembly** 2008–Present

- As Legislative Liaison to Assemblyman Rumana, act as the primary point person for constituent services for the 12 towns in the 40<sup>th</sup> District in Bergen, Passaic and Essex Counties.
- Manage a staff of 5 part-time and 1 full-time assistant, and control department budget of \$110,000. On a daily basis, this office helps district citizens navigate through the bureaucratic system to get action on their concerns.
- Interface with the Republican staff in Trenton to become aware of current and proposed legislation, research issues of importance, analyze their impact on the public. Summarize the cogent points of 70 to 80 bills per year, and develop policy briefings for Mr. Rumana, enabling him to make an informed vote.
- Coordinate meetings with business and community leaders to respond to concerns and issues. Facilitate bimonthly meetings on the Passaic County River Basin Flood Task Force with Congressmen, representatives from Senator Menendez's office, and members of the Army Corps of Engineers from each town affected by river flooding. Spearhead ideas to combat this ongoing issue.
- Serve as a surrogate for Assemblyman Rumana at various functions attended by special interest groups and constituents. From their input, drafted bills for him to propose at future voting sessions.

### **Councilmember, Wayne Township Council** 2006–Present

- Appointed as Chairwoman of the Township Budget Committee, in addition to serving as liaison to the Library Board and Local Assistance Board.
- When the school budget of over \$100 million was defeated in April 2009, formed a subcommittee consisting of an auditor and 2 administrators to determine where cuts could be made. Brought about agreement smoothly and cohesively between the Township Council and the School Board to trim \$1.75 million from the budget with no detriment to education or backlash from a strong advocacy group of teachers.
- Reelected in November 2009 to a second four year term to commence in January 2010.

### **Municipal Leader of the Wayne Township Regular Republican Organization** 2008–Present

- Elected Leader in January 2008 and reelected in June 2009 to this County Committee comprised of over 80 individuals in Wayne Township.
- Oversaw meetings and coordinated the Wayne Municipal Campaigns for Council and Mayor in 2008 and 2009.
- Filled 3 Council positions, recruiting qualified individuals with extensive business experience, who significantly strengthened the Wayne Council, and were subsequently reelected to their respective appointed offices.

### **Member, Wayne Board of Education** 2001–2005

- Served as the Vice President, from April 2003 to April 2004, and as the President from April 2004 to December 2005 of a school district comprised of 8,700 students with a budget in excess of \$100 million.
- Instituted the Community Relations Committee and chaired the Technology and Facility Committee.
- Led the \$60 million bond referendum that passed overwhelmingly in January 2003.

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**Adjunct Professor, English Department**

2001–2008

**William Paterson University, Wayne, NJ**

- Taught courses in Writing Effective Prose, Introduction to Literature, and Introduction to Children's Literature amongst others.
- Developed course content and taught distance learning classes fully integrated online via Blackboard platform.

**Attorney, Wayne, NJ**

1988–1995

- Researched legal issues and prepared documents in the areas of real estate, bankruptcy, matrimonial and contract law.
- Represented clients in real estate closings, bankruptcy procedures, matrimonial proceedings as well as other civil litigation.
- Prepared legal documents for a mortgage firm and participated in closings on behalf of this client.

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**LEADERSHIP ROLES AND COMMUNITY INVOLVEMENT**

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**Passaic County Coordinator for Christie for Governor Campaign**

2009

- Volunteered over 20 hours per week, from primary in February to Election Day, requiring heavy multitasking to coordinate campaign appearances, phone banks, and the Get out the Vote Effort.
- In conjunction with other volunteer leaders, opened campaign offices in 4 towns, and organized rallies within 16 municipalities in the county. Followed up on efforts of 100 volunteer workers by conference calls and emails to ensure everyone remained engaged throughout the campaign.

**Passaic County Coordinator for McCain for President Campaign**

2008

- Took on a leadership role to initiate and develop campaign efforts for John McCain in Passaic County, with commitment similar to the gubernatorial race.

**Treasurer, Passaic County Regular Republican Organization**

2006–2008

- Held responsibility for the Election Law Enforcement Commission filings for the County Organization. Prepared monthly treasurer reports, coordinated fundraisers, and helped to oversee the organization's finances.

**Founding Member of Passaic County Republican Women's Club**

2006

- Reactivated the Passaic County Chapter of the National Federation of Republican Women after a decade of dormancy. Served as its President from January 2007 to January 2009.

**Other Recognition**

- Was the subject of a profile piece, "From the School Board to Trenton," published in the fall 2008 issue of *School Leader*, circulated to all school board members statewide.

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**EDUCATION**

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**Seton Hall University, Newark, NJ – J.D. in Law**

1988

**Montclair State University, Upper Montclair, NJ – B.S. in Accounting**

1985

# Stanley W. Domalewski, PMP

## BUSINESS MANAGEMENT EXECUTIVE

Forward-thinking executive with Project Management Professional (PMP) certification, skilled at defining vision and direction. Successfully merge finance, technology and other expertise to support enterprise growth, create clear milestones with objectives and resolve business issues cost effectively with insightful solutions. Utilizes advanced technologies to significantly increase operational efficiencies while improving effectiveness for both internal and external clients. Recognized for hands-on approach to building and managing teams with an ability to quickly assess, evaluate, plan and initiate action. Move easily between senior-level executives, professional and support staff. Solve problems; motivate staff and colleagues while delivering quality products. Organizes to support the business need.

### Areas of Expertise

#### Management

- § Strategic Planning
- § Program Management
- § Project Management
- § Process/Change Management
- § Business Continuity Planning
- § Business Process Management
- § Staff Development/Mentoring

#### Information Technology

- § Software Development Life Cycle (SDLC)
- § Systems, Programming
- § Integration/Implementation
- § DRP/BCP Contingency Plans
- § Project Lifecycle
- § QA/Testing
- § Data Management/Analytics

#### Finance

- § ERP Systems (PeopleSoft, Lawson, Oracle)
- § Fiscal Management
- § Planning & Budgeting
- § Metrics & Dashboards
- § Compliance & Controls
- § Operational Effectiveness
- § Contract Administration

## CAREER HIGHLIGHTS

### **Edison Learning, Inc., New York, NY**

2004 – 2009

*(Educational Management Organization, NY-based with offices nationally and UK; Rev \$300M)*

**Vice President, Revenue** (Position relocated to Knoxville, TN – I chose not to relocate.)

Responsible for the long-term planning of revenue opportunities available in the public sector relating to the operation of charter schools and school district-wide partnerships. Oversaw the collection of complex billing data, invoicing, accounts receivables, credit and collection and the administration and compliance of grants obtained in support of educational alliances. Administered all contracts and licenses. Provided data analytics with six-sigma implementation. Applied project, process and procedural management skills to improve the billing and invoicing of clients.

- Reduced the billing cycle from 75 days to 15 days while accelerating accounts receivables collections; reduced the over 90 days from 65% to 20%. Applied controls and audit processes to increase billing accuracy that reduced DSO 40% while cash flow grew by more \$75M over 4 years. Settled and closed-out long disputed accounts recovering more than \$8M.
- Instituted standard procedures, processes and methods in the organization while managing the implementation of the Lawson ERP (Finance and logistics) and an imaging system. Provided Senior Management with metrics, performance workforce analytics and dashboards for monthly appraisal.

- Mentored and trained staff in advanced aspects of the MS Office suite, using VBA and writing SQL queries. Reduced staff turnover by 50%.

**Hawthorne Auto Sales (An automotive group), Hawthorne, NJ** 2004  
*(Group comprised of eight privately owned automobile franchises in Northern New Jersey; Rev \$600M)*  
**Chief Financial Officer (Consulting assignment)**

Retained, on an interim basis, to build and direct administrative, financial and human resources activities into a cohesive process. Assessed controls and instituted practices to support more strategic planning, better process flow, budgeting, forecasting, cash and credit management, purchasing and contract negotiations.

- Reduced operating expenses by \$1M+; analyzed data, developed key metrics and implemented standard processes and procedures to maintain savings.
- Renegotiated insurance and benefits contracts achieving 20% premium reduction.

**Brink's, Incorporated, Darien, CT** 1980 - 2004  
*(Global leader of secure valuables' logistics services and management in 50+ countries; Rev \$2B)*  
*(Corporate HQs was relocated to Dallas, TX - I chose not to relocate)*

**Vice President, Information Technology and Services**

Promoted to Vice President where I led and managed a professional staff of 125 supporting all business functions and the datacenter and supporting 700+ cost/profit centers, geographically dispersed throughout North America.

- Responsible for all corporate systems and for the international financial consolidation process. Utilized Hyperion, Business Objects, Citrix and Cognos to integrate and consolidate the data from PeopleSoft, SAP, Lawson, Oracle and other financial and statistical systems for 52 reporting countries.
- Planned, led and coordinated the relocation of the Data Center and the corporate headquarters from Darien, CT to Dallas, TX and completed move in five months.
- Conceived, developed and launched first web technology, the strategy-changing environment that developed into the global backbone and which became the major enabling technology for productivity and performance at Brink's, worldwide.
- Created the environment and installed the first production, fault-tolerant Risc-based Power Cluster system in the US, that operated under AIX with HACMP, supporting the PeopleSoft Financial and HR suites (Oracle's RDBMS), Lotus Notes and Brink's portal.
- Consistently received 90%+ ratings for providing quality, timely, professional and friendly end-user support.
- Planned and led a diverse, cross-functional project team for a full implementation of the PeopleSoft Financial and HR suites for North America while fulfilling corporate productivity, quality and bottom-line objectives, on time and within budget. Negotiated favorable contracts with multiple vendors who assisted with project rollout.
- Developed the strategy and foundation to move systems' environment into the web-based computing while standardizing on MS Office Suite for local needs.

- Planned, led and managed project teams that developed decentralized, web-enabled systems that computerized semi-autonomous local branch operating and administrative processes. Delivered on requirements for security needs, transaction control, dispatching and routing of the fleet, inventory control of customers' valuables, contract administration, billing and invoicing, comprehensive reporting system and central redundancy. System accuracy increased client revenues by 6%.
- Improved systems that supported the monthly processing of receivables information and accelerated collections by 16 days. DSO was reduced by more than 30 days while cash flow improved \$30M in the first full year of operation.
- Reduced monthly accounting and payroll process cycles by three days with the implementation of PC-based, web-enabled systems that allowed for local responsibility and control while providing central system redundancy and efficiencies. This permitted the monthly financial closing to occur by the 4<sup>th</sup> workday of each month.
- Planned and led a variety of projects for other discrete systems needed to support local and national requirements for ATM services, Money/Currency Processing systems and for handling the processing and wrapping of coin. These systems were designed to increase operational efficiencies in the U.S. and Canada and later, were adopted and used by foreign affiliates, updated with multi-lingual capabilities.

**EDUCATION**

POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY — Westchester, NY  
**MS, Telecommunications Management**

US ARMY COMMAND & GENERAL STAFF COLLEGE — Ft. Leavenworth, KS  
**Graduate** (*Held senior level staff position while serving in the US Army Reserves.*)

SAINT PETER'S COLLEGE — Jersey City, NJ  
**BS, Accounting**

**PROFESSIONAL DEVELOPMENT**

- § **Senior Executive - Management Information Systems**, Harvard University
- § **Functional HR & Finance Courses**, PeopleSoft, Lawson, Oracle (*series of education programs and seminars*)
- § **Technology Training** - IBM, Honeywell Bull, Oracle, Cisco, Microsoft, Novell, Hyperion, Citrix, Cognos
- § **Project Management Professional** certification from the Project Management Institute (PMI)

# Dominick M. Fiorilli

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## EDUCATION

**Lehigh University**, Bethlehem, PA May 2003  
M.A., Political Science  
**Lehigh University**, Bethlehem, PA May 2002  
B.A., Political Science, Psychology

## PROFESSIONAL EXPERIENCE

**Chief of Staff**, Office of Senator Kevin J. O'Toole, District 40 2006- Present  
(Resumed position after McCain/Palin 2008)

Manage all administrative functions and responsibilities of full and part-time staff including constituent tracking, correspondence and outreach; Liaison to government and non-governmental agencies, local elected officials and District 40 stakeholders; Coordinate research and legislative functions with partisan staff and Office of Legislative Services including bill drafting and analysis; Advise regarding policy concerns of pending and proposed legislation.

**Regional Campaign Manager**, McCain/Palin 2008, New Jersey and New York 2008

Responsible for overseeing all campaign operations in New Jersey and New York; Managed full time staff to execute national campaign directives to ensure consistency of message, voter outreach and advocacy; Oversaw the construction and coordination of the campaign's political organization in both states; Acted as surrogate and liaison to legislative and political leadership in both states; Responsible for strategic decisions to maximize limited resources; Managed statewide absentee ballot operations in Ohio consisting of hundreds of paid and volunteer staff and a budget of several hundred thousand dollars.

**Deputy Field Director**, New Jersey Republican State Committee, Essex and Passaic Counties 2005

Served as New Jersey Republican State Committee and Forrester for Governor liaison with local political organizations, municipal and county leaders and elected officials; Responsible for recruiting, managing and organizing volunteers; Organized and analyzed voter contact data to facilitate strategy development; Planned and executed ballot integrity operations and field operations; Facilitated planning of various campaign events, including press conferences.

**Paralegal**, Porzio, Bromberg & Newman, Morristown, NJ 2003-2005

Responsible for coordinating and drafting discovery, pleadings and land-use variance applications; Supervised debt collections on behalf of firm clients; Successfully managed litigation to conclusion in several cases that were uncollectible prior to joining the team; reduced turnaround time to initiate litigation in collection cases.

## MEMBERSHIPS AND AFFILIATIONS

**New Providence Volunteer Fire Department** 2004-Present

Volunteer Firefighter; Training includes Incident Command Systems as well as Hazardous Materials, Confined Space, and Blood-borne Pathogens Awareness and Operations; Budget Committee

**New Providence Borough Board of Adjustment** 2004-2006

Reviewed variance applications; Evaluated expert testimony; Rendered decisions for bulk and use variance applications for commercial and residential properties.

References available upon request.

# Allan B. Focarino

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## EXECUTIVE • CORPORATE FINANCE • ACCOUNTING PROFESSIONAL

A dedicated and skilled business professional knowledgeable in a diverse range of government and corporate finance with 15 years of experience. Consistently applied a wealth of practical business management experience in positions held at various organizations, helping to expedite decision making and capitalize on prudent opportunities. Broad based skills coordinating accounting and managerial functions with an entrepreneurial mind-set. Managed all stages of business operations and finances. Solid business ethics, honesty, and integrity with strong leadership skills. Works well independently as well as collaboratively in a team setting.

### CORE PROFESSIONAL COMPETENCIES

Accounts Payable / Receivable • Quarterly and Yearly Tax Form Preparation • Financial Statements • Payroll • Bank Deposits and Reconciliations  
Federal and State Payroll Tax Forms • General Ledger • State Sales and Use Tax Forms • Customer Service  
Strong Analytical and Problem Solving Skills • Day-to-Day Business Management Operations  
Human Resources • Inventory Control • Journal Entries

### CORE TECHNOLOGY COMPETENCIES

Mac and Microsoft Windows 98 / 2000 / XP / Vista Operating Systems  
Microsoft Word, Excel, QuickBooks Professional, PowerPoint, Microsoft Outlook  
FileMaker Pro, Adobe Dreamweaver, Internet Proficient

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### PROFESSIONAL EXPERIENCE

#### BERGEN COUNTY SPECIAL SERVICES / TECHNICAL SCHOOLS, Paramus, Hackensack, NJ

2003 to 2008

##### FINANCIAL AID ADMINISTRATOR

Stream-lined the institution's financial aid procedures to assist post-secondary students with applications for Title IV Federal Student Aid. Determined the level of eligibility, and managed the timely process of originating and disbursing federal grants and loans to eligible students. Evaluated student performance and enforced their adherence to school policies. Established and maintained relationships with financial institutions. Compiled and reported school demographics and security statistics to federal compliance agencies. Organized seminars for students and the general public.

- Served as Director of the Marketing Committee to promote school activities
- Designed marketing materials that were implemented in broad campaigns to encourage additional student enrollment
- Served as Chairman of the School Safety Committee which presented suggestions to the Director of the Institution
- Mentor for two Bergen County Academy students for the 2007-2008 Senior Experience / Internship Program

##### ACCOUNTANT

Handling of various district bank reconciliations. Performed on-site audit of school programs and student activity accounts. Utilized accounting experience to obtain the reimbursement of millions of dollars from the State of New Jersey for fifteen school construction projects.

#### PASSAIC LEATHER, Bergenfield, Garfield, Passaic, NJ

1985 to 2008

Managed financial and day-to-day operations of a multi-location retail business, including accounting, payroll, sales, merchandising, customer and vendor relations, inventory, and human resources. Recruited, trained, supervised and evaluated a collective team of 10.

##### MANAGEMENT / RETAIL BUSINESS OPERATIONS

- Account manager for municipal accounts in the State of New Jersey
- Supervised operations of the manufacturing facility
- Implemented and maintained computerized inventory to review stock levels and styles
- Created customized products, store design / displays, and marketing strategies
- Coordinated company trade show expositions
- Developed and improved products and regulated quality assurance

##### ACCOUNTING

- Implemented computerized accounting system
- Prepared quarterly and annual federal and state payroll tax forms and deposits in addition to state sales use & tax forms
- Aided outside accounting firm with financial statements and corporate income tax returns
- Instituted cost effective purchasing which resulted in thousands of dollars in expense reductions
- Scope of responsibility encompasses processing payroll, managing cash flow and register balances, bank deposits and reconciliations, and inventory maintenance

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PROFESSIONAL EXPERIENCE (CONTINUED)

A. B. FOCARINO, ACCOUNTANT, *Garfield, NJ*

1993 to Present

**PROPRIETORSHIP**

Perform general bookkeeping services for personal and corporate accounts, prepare federal and state income tax returns, and manage real estate properties. In addition, offering consulting services related to financial situations.

SENATOR S. GERALD CARDINALE, 39th LEGISLATIVE DISTRICT, *Gresskill, NJ*

2000 to 2006

**CHIEF LEGISLATIVE AIDE**

Supervised the staff in the district office for a New Jersey State Senator that represents 28 municipalities in Bergen County, maintained constituent relations as a priority through training and scheduling, and assisted the public with personal issues through various government agencies. Reinstated the office internship program and mentored students in the operations of a legislative office. Experiences included listening to the concerns of the public, addressing their issue and when warranted proposing legislation.

U. S. DEPARTMENT OF COMMERCE, BUREAU OF THE CENSUS, *Hasbrouck Heights, NJ*

2000

**OFFICE OPERATIONS SUPERVISOR**

Supervised a staff of forty with various skill sets with responsibility for their scheduling, training, and evaluations. Structured office staff for assignment preparation and control activities while assessing quality assurance of office and field employee work products including geography corrections. Organized meetings with the manager of field operations, field operations supervisors, and crew leaders. Implemented plans for efficient flow and accuracy of work product prior to shipping to data capture center.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING, WILLIAM PATERSON UNIVERSITY, *Wayne, NJ*  
ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING, BERGEN COMMUNITY COLLEGE, *Paramus, NJ*

PROFESSIONAL & COMMUNITY ASSOCIATIONS

MEMBER, NATIONAL & NEW JERSEY ASSOCIATIONS OF STUDENT FINANCIAL AID ADMINISTRATORS  
HONORARY LIFETIME MEMBER, STATE OF NEW JERSEY LAW ENFORCEMENT OFFICERS ASSOCIATION  
NEW JERSEY REAL ESTATE SALES ASSOCIATE, REAL ESTATE REFERRAL SERVICE, Licensed since 1991  
ASSISTANT TREASURER, UNICO NATIONAL, Garfield Chapter

## Rebecca L. Galik

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### Summary of Qualifications

Excellent customer service skills, and a highly motivated individual who is willing to learn anything. Intelligent and a fast learner. Proficient in Microsoft Office programs, as well as QIK 36, Merlin, Paintshop, and Darkroom Professional, and Vendini. Has experience with Adobe Photoshop 7. Seeking a fun and friendly, yet professional working environment.

### Core Competencies

Customer Service  
Photography

Sales  
Creative Vision

Administrative Work

### PROFESSIONAL EXPERIENCE

SCCC Theatre Box Office  
Administrative Assistant

September 2 - Current

- ❖ Answer phones and take messages.
- ❖ Answer questions about upcoming performances.
- ❖ Put information into Vendini for ticket purchases.
- ❖ Set up ticketing information prior and after shows.
- ❖ Ensure performers are supplied with the correct information regarding their performances.

Piedmont Airlines  
Administrative Assistant

06/18/08-10/30/09

- ❖ Answer phones and take messages.
- ❖ Assist in building flights for mechanics and pilots.
- ❖ Ensure the Maintenance Newsletter is completed and circulated.
- ❖ Ensure the budget is done properly and completed on time.
- ❖ Ensure that the Anniversary cards are completed and delivered.
- ❖ Check mail and deliver to recipient.
- ❖ Complete weekly maintenance assessment and send to President's Secretary.

Flashback Old Time Photos  
Photographer/Coordinator/Greeter

03/12/2007-10/30/09

- ❖ Greet customer and explain photography process.
- ❖ Help them decide on setting and outfits.
- ❖ Ring them back to studio/dressing rooms.
- ❖ Assist in dressing them appropriately.
- ❖ Ensure outfit is complete.
- ❖ Bring them to photographer and explain what they want.
- ❖ Take pictures.
- ❖ Direct them to front counter.
- ❖ Show their pictures to them with different options.

- ❖ Print and cut out pictures.
- ❖ Ring them out at register.

*Things Remembered*

.10/28/2006-12/24/2009

*Sales Associate*

- ❖ Greet customer.
- ❖ Assist in finding them an appropriate gift for recipient.
- ❖ Assist in selecting engraving and style of lettering.
- ❖ Ring them out at register and give customer pick up date.
- ❖ Assist in maintaining cleanliness of store.
- ❖ Assist in stocking shelves.
- ❖ Assist in closing out store at end of day.

*Education*

- *Mardela High School*, Diploma
- *Sussex County Community College*, Currently enrolled for Secondary Education Transfer.

# Anthony S. Gwiazdowski Jr.

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*Highly motivated Sales Manager/ Account Executive with creative client relation techniques and strong commitment to personal excellence and outstanding job performance*

## SUMMARY OF QUALIFICATIONS

- ❑ Extensive knowledge of logistics and the transportation industry.
- ❑ Proven team-builder, leader and sales coach.
- ❑ Focused on efficiency, productivity and profits.
- ❑ Experienced with the design and implementation of sales and marketing campaigns.
- ❑ Ability to thrive in busy environments and remain calm in stressful situations.
- ❑ Outstanding communication skills, able to relate with diverse groups of people.
- ❑ Excellent trouble-shooting and problem solving skills.
- ❑ Highly organized and detail oriented.
- ❑ Proven history of successful finance and business management.
- ❑ Solid work ethic: hard working, responsible and dependable.

## PROFESSIONAL EXPERIENCE

**Hercules Forwarding, Jersey City, NJ**

**August 2007 – February 2009**

*Account Executive*

- ◆ Negotiated rate structures for local business development
- ◆ Developed strategies for Domestic and International clients
- ◆ Initiate and develop a strong relationship with companies

**Target Logistics, Elizabeth, NJ**

**July 2006 – August 2007**

*Account Executive*

**Company Closed**

- ◆ Developed pricing structures for competitive bidding.
- ◆ Negotiated rate structures for local business development
- ◆ Secured 10 new accounts in 12 months with revenues of \$8,000 per month
- ◆ Developed problem solving and analytical skills related to logistics and customer service
- ◆ Determine customers' needs, and prepare proposals to sell services that address these needs

**Con-Way Air, Edison, NJ**

**April-2006 - June 2006**

*Account Executive*

**Company Closed**

- ◆ Secured 5 new accounts in the first month with revenues of \$7,000
- ◆ Prospected for additional customers by telemarketing and attending various trade functions
- ◆ Serviced existing customer base and prospected for new accounts

**Bax Global, Newark, NJ**

**April 2001 - April 2006**

*Sr. Account Executive*

- ◆ Developed the central New Jersey sales territory.
- ◆ Assisted clients with solving complex logistical problems.
- ◆ Exceeded business target levels
- ◆ In five years, increased the revenue in the territory from \$4.3 million to \$7.6 million
- ◆ Developed new business that added \$1.5 million in revenue to the territory
- ◆ Closed new business with "impact" accounts

**Central Transport, New Brunswick, NJ**

**August 1998 – April 2001**

***Account Executive***

- ♦ Responsible for serving 150 plus clients in the Central New Jersey market
- ♦ Established service lanes for market expansion.
- ♦ Increased client base by establishing new business relationships.
- ♦ Utilized consultative selling, active listening and tactical probing for effect product and service differentiation
- ♦ Prepared and made presentations and proposals to targeted new business clients.

**Watkins Motor Lines, Newark, NJ**

**August 1998 – August 1999**

***Account Executive***

- ♦ Secured 19 major accounts in 12 months
- ♦ Creativity to design and implement solutions for customers
- ♦ Developed strong relationship-building skills.
- ♦ Excellent written and oral communications skills

**Ruegg Fireplaces, Hillsborough, NJ**

**June 1994 – August 1998**

***National Sales Manager***

- ♦ Increased the dealer network by 14 dealers in 18 months.
- ♦ Hired, educated, and trained Sales representatives to promote product lines in specific markets.
- ♦ Developed a direct sales program which increased revenues by \$245,000 in 1995 and \$313,000 in 1996.
- ♦ Coordinated Regional and National Trade Shows.

**Transport International Pool, Edison, NJ**

**January 1986 - May 1994**

***A GE Capital Company***

***Branch Sales Manager / Senior Account Manager/ Sales Representative***

- ♦ Developed 15 new National Accounts in 5 years without compromising price integrity.
- ♦ Secured 22 long term lease accounts which generated over 2 million dollars per year in revenue.
- ♦ Utilized consultative selling, active listening and tactical probing for effect product and service differentiation
- ♦ Named Branch Manager of the year for 5 consecutive years due to price integrity and bottom line profits
- ♦ Expanded the branch from 136 trailers to over 750 in 6 years
- ♦ Prospected for additional customers by telemarketing and by attending various industry dinners
- ♦ Maintained and serviced 100 existing accounts and developed additional growth in the market place
- ♦ Developed 25 new accounts in 20 months which resulted in over 1 million dollars in new revenue

**EDUCATION**

**St. Johns University BS in Business Administration**

## Francis C. Hannan

Home Phone:

Cell Phone:

Email Address:

### Objective

To secure a management position in Governor Chris Christie's Administration

### Profile

I have extensive knowledge of local, state and national issues. I have personal relationships with many local, county and state officials. My human relationship skills are excellent. I am a proficient public speaker and writer.

I am a Legislative Aide for New Jersey Assemblyman Jay Webber. I am responsible for all issues relating to open space and the New Jersey Highlands Water and Protection Act. I have been instrumental in the drafting of several bills that address these issues.

I am considered by many local, county and state representatives to be a lay expert on the Highlands Act, COAH and open space. As a current member of the West Milford Board of Adjustment, I have extensive knowledge of the Municipal Land Use Law. I have written numerous columns on these subjects. A video can be found on YouTube of one of my many public presentations on these topics.

I write a weekly column for North Jersey Media Group's [Suburban Trends.] I have extensive experience in writing press releases, the development of brochures mailers and other publications.

Having run nonprofit agencies, I have experience in human resource development, program development, staff supervision, facility management, fiscal oversight, long- and short- range planning, budget preparation and oversight, grant writing and administration of government- funded programs

Having an extensive sales/business background, nonprofit management experience, and an understanding of local, county and state government I have a unique combination of skills to promote New Jersey to out -of -state businesses.

### Work Experience

**January 2008- Present: Legislative Aide for Assemblyman Jay Webber**

**January 1997- Present: Self -employed Gourmet Food Broker:**

Oversee all aspects of a sales business that generates about \$1 million dollars in annual sales. Contact with small and midsize businesses has lead to a deep understanding of the needs of small business owners.

**Francis C. Hannan Page 2**

**September 1989- December 1996: Self-employed real estate agent:**  
Working for various real estate companies, I was one of the top sales agents in Passaic County. I have extensive knowledge of both residential and commercial real estate business. I am a licensed real estate broker in the State of New Jersey.

**April 1982-August 1989: Executive Director of the Boys and Girls Club of Wayne, NJ**  
Chief operating and fiscal officer for a 501 C-3 nonprofit agency with a 24,000 square foot building. Specific duties included staff supervision, development and generation of financial reports, development of grant proposals, payroll, public and community relations, facility management, board and resource development.

**July 1976- March 1982: Director of the Passaic Boys Club, Inc, Passaic, NJ**  
I was the fiscal and operations project manager for federal and state-sponsored programs including a state funded after school program and a federally funded food/nutrition program. I developed and ran both an award-winning educational tutorial program and a summer jobs program.

**Political Experience**

**Former West Milford Republican Municipal Chairman and Vice-Chairman**

**Chris Christie for Governor**

I recruited phone bank and door-to-door volunteers for the Christie for Governor Campaign. I organized and supervised Sheriff Kim Guadagno's visit to West Milford's Autumn Lights Festival. I organized Chris Christie and Mayor Giuliani's visit to West Milford and wrote an action plan that resulted in about 250 people attending the event. The visit received national media coverage. On Election Day, I was an At-large Passaic County Challenger calling in turnout in designated districts.

**Scott Garrett for Congress**

I have been a volunteer since 2002. I serve as the Passaic County Coordinator of Volunteers for Garrett for Congress. I have organized and run numerous fundraisers for the Congressman.

**Professional Licenses**

State of New Jersey, Certified Teacher of Social Studies and English.  
State of New Jersey Real Estate Broker License.

**Education**

**Master of Public Administration, May 1981, New York University, New York, New York**

**Concentration: Public Management**

**Bachelor of Arts, May 1973, William Paterson College, Wayne, New Jersey**

**Concentration: Education, English/Social Studies.**

**Community Involvement**

**Current Member of the West Milford Township Zoning Board of Adjustment**

**Former Member and Officer Passaic Optimist Club**

**Former Member of Wayne Rotary Club**

**Former Board Member of the Foundation for the Handicapped Wayne, New Jersey**

**Former West Milford Cub Scout and Passaic Boy Scout Committee member**

**Former Coach West Milford Girls Softball and Little League**

**Former Coach West Milford P.A.L Basketball**

**Former Coach and Officer for the West Milford Midget Football Association**

**Former Member of the West Milford Autumn Lights Committee**

# Andrew Hawthorne

## SUMMARY

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Experienced Senior Digital Marketing Operations and Account Manager, with strong aptitude for client service, technology, resource/workload balancing, personnel/associate management and process/quality assurance control. With 7 years of both client-facing and internal team management experience supporting a wide variety of digital marketing campaigns and project management over multiple channels including email, SMS, web development and search. Recognized by peers for positive attitude, excellent communication skills and leadership abilities.

## EXPERIENCE

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### **Acxiom Corporation** **New York, NY**

#### *Senior Manager of Service Operations, Client Services*

**December 2007 – Present**

- Manage a team of 30 Associate Account Managers and Content Specialists who are responsible for email & SMS marketing campaign execution across 25 Forbes Global 2000 clients in the New York office and over \$1M in combined yearly salary distribution among the team.
- With the Account Management team as a stakeholder, ensure client accounts are staffed at appropriate levels while taking into account campaign complexity, volume, ROI based on contract value, and individual skill sets. Coordinate resource allocation and staffing with team leaders from 5 other offices in 3 countries, including a "follow the sun" support model.
- Own the campaign execution process and quality issue investigations with an average of over 99% error-free campaigns on the team. Use a lead-by-example management style, mentoring associates towards error-free campaign execution and professional growth.
- Recruit, hire, and train on topics necessary for email and SMS marketing campaign execution, including propriety marketing campaign management software, communication best practices, database schematics, complex campaign reporting, and quality assurance processes.
- Achieved a 91.5% Leadership Index score on the 2010 Associate Satisfaction Survey, a record for the team and among the highest in the company.

#### *Senior Account Manager*

**May 2004 – December 2007**

- Served as relationship owner and lead contact for multiple clients, including Fortune 500 brands; responsible for project management, campaign execution oversight, billing/forecasting, and incremental revenue upsell. Managed accounts billing over \$1M per year in revenue across clients in the shipping, media, retail, finance, and health & beauty verticals.
- Managed custom projects for clients such as web development, auto-campaign creation, creative design, data flow, search marketing and lifecycle marketing programs while acting as a liaison between clients and internal teams, including technical support, production, creative, strategy, and solutions engineers.
- Managed, coordinated, and executed email marketing campaigns for numerous clients simultaneously, including initial setup, file import, targeting, testing, and launch while liaising between several departments to ensure a timely and successful completion. Maintained a strong attention to detail, leading to long stretches without error.
- Created and delivered bi-annual client business reviews to provide sound marketing strategy, results with insight on programs to date, and recommendations moving forward.
- Investigated and solved several complex data issues using SQL and custom reporting. Executed custom targeting and helped others understand the database layout and workflow.
- Created and analyzed campaign marketing reports for clients, interpreting the data and making strategy changes to increase opens, clicks, and overall ROI.
- Earned "Employee of the Quarter" award after six months of employment.

### **Mercer Human Resource Consulting** **New York, NY and Rochester, NY**

#### *Office Technology Analyst*

**December 1998 – May 2004**

- Administered quality technology support for an office of 400+ associates, where a high level of dependability and minimum network downtime was a necessity.
- Instituted process changes resulting in reduced ticket resolution time in coordination with the company's Global Service Desk using the Remedy ticketing system.
- Planned and created client communication emails, desk drops, and other instructional literature to educate clients about new software. Personally taught classes on a national level demonstrating a new product and its features to employees. Gained experience as a project coordinator.
- Implemented, maintained, and troubleshoot network services such as Novell file servers, DHCP servers, remote access servers, tape backup systems, Exchange servers, and domain controllers.
- Coordinated the purchasing and leasing of all office hardware and software assets as needed while actively consolidating and cascading existing assets to keep within budget.
- Maintained backup and disaster recovery plans and off-site data storage for the file and mail servers.

**MACTac**  
**Stow, OH**

*Computer Support Technician*

**June 1997 – August 1997**

- Installed, configured, and provided support for hundreds of PCs on the Windows NT network.
- Configured programs on workstations to be used for product tracking, email, and AS/400 with printing capabilities.
- Responsible for troubleshooting and fixing various printers in the manufacturing facility.

**EDUCATION**

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**Rochester Institute of Technology**

***Bachelor of Science in Information Technology, May 2002***

Concentrations: Data Communications & Networking / Interactive Multimedia & Web Design

Minor: Applied Communication      PFOS GPA: 3.5 / Dean's List

**INTERESTS**

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- We Are New York Community Project - Volunteer to lead a conversation group course to help immigrants in NYC learn English and about valuable city services.
- Hobbies include biking, flag football, music, lighting/stage technology.

References are available upon request.

# Anthony Hayes

Coalition Building • Political & Legislative Strategy • Public Relations • Public Affairs • Community Outreach • Media & Government Relations • High Profile Event Management • Crisis Management

## Professional Experience

### Deutsche Bank, Special Projects Manager

2010

Contracted by Deutsche Bank to develop and execute a global roll-out of new operating model that optimized internal communication and reduced redundancy across three of the bank's divisions. Results: 57 sessions deployed in 10 countries with support from 157 instructors reaching 4052 employees in 16 weeks.

- Managed creative team responsible for developing branding and marketing materials for all communications
- Shaped and executed communication and marketing plan (e.g., articles for intranet site, videos with senior leaders)
- Developed and managed implementation of end-to-end experience for employees
- Served as key relationship owner of internal and external venues, negotiated and managed contracts with vendors
- Leveraged leadership's influence in communications to increase participation across internal organizations and geographies
- Administered over 40 sessions globally for initial roll-out
- Countries: United States, United Kingdom, Germany, Russia, Singapore, Japan, Philippines, India, Australia, Hong Kong

### Human Rights Campaign (HRC)

2008 – 2010

The largest national lesbian, gay, bisexual and transgender (LGBT) civil rights organization.

### Regional Field Organizer:

2009 – 2010

Lead strategist for field and lobby efforts to pass legislation and win electoral races in the Northeast region

- Managed field operations and staff of six organizers for marriage equality in the Northeast, focusing on New York
- Created and initiated final stages of a field campaign, which led to passing a marriage equality bill in New Hampshire
- Authored a field plan to build support in key NY State Senate districts to get a vote on the marriage equality bill
- Acted as HRC's liaison to Governor Paterson's office and helped develop their marriage-focused lobby and field strategies
- Strengthened coalitions in each state to help maximize constituent impact on legislators
- Served as on-record and on-camera spokesperson in interviews with local and national press
- Drafted key messages from HRC's president, emails to membership, and other support communications (e.g., blogs, etc)
- Implemented a phone bank strategy that generated over 77,000 phone calls to state senators
- Gathered over 5,600 handwritten letters from businesses, religious leaders, union leaders, and constituents to senators

### Camp Equality Field Director:

2008 – 2009

Led a two-day intensive campaign-training program aimed at training activists for races in fourteen battle ground states in 2008

- Facilitated training of more than 550 activists including candidates, campaign managers, and volunteers
- Worked closely with union, religious, and business leaders to create a broad coalition of support and unity of effort in each race
- Created an extensive tracking database to monitor results from canvassing, phone banking, mailings, volunteer hours, and volunteer contact information for each state
- Managed and deployed a get-out-the-vote program

### Avon Foundation, Fundraising and Event Production

2007

- Assisted in the production of Avon Foundation Gala (800 attendees), Global Survivor's Day Celebration (200 attendees) and Global Fundraising Training (60 attendees)
- Researched, solicited, and managed all Avon Foundation event donations (Gala raised over \$2M)
- Managed production crew for event, as well as pool of Avon Foundation volunteers
- Oversaw production of event collateral material including invitation and event journal

## Previous Experience

### Prudential Douglas Elliman, Real Estate Broker, Sales & Rentals

2003 – 2007

- Maintained a sales and rental business totaling approximately \$7.6M in 2004
- Managed a team of four people, as well as an intern program
- Created strategic alliances with: Home Depot, M&T Bank, NY Times and The Wall Street Journal

### Donna Karan/DKNY, Account Executive – Domestic/International, Women's Accessories

2000 – 2003

- Developed and maintained business plans for retail/specialty accounts totaling \$5M wholesale
- Increased profits 24% for independent accounts and 30% for the Retail Division's within one year
- Increased international account base and increased profits by 225%

### Polo Ralph Lauren, Retail Division

1998 – 2000

- Managed a sales business as a Senior Seller totaling \$300,000 annually
- Supported operations department in the opening of four new concept retail stores across the US
- Implemented the Polo Volunteer Program for Ralph Lauren Corporation for Retail Stores

## Education

Bachelor of Arts, Political Science, The New School University

# DAVID N. HAYTAIAN

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## SUMMARY OF SKILLS

Enthusiastic, dedicated leader with 24 years of increasing responsibility and experience directing public relations, government relations, fundraising and sales activities with outstanding outcomes. Excellent oral and written communicator who has been part of team efforts to improve performance and productivity and solve problems.

## PROFESSIONAL EXPERIENCE

### **Mathematica Policy Research, Princeton, New Jersey** **INTERVIEWER/DATA COLLECTION**

**2010-Present**

- Interviewer and data collection agent for projects involving the Federal Early Head Start program and the Federal Substance Abuse and Mental Health Services Administration (SAMSHA). Responsibilities include interviewing a nationwide sample of respondents that participate in Early Head Start and recording their answers on a computer terminal, assisting executive staffs at substance abuse and mental health facilities around the country in completing their surveys for the SAMSHA study. Answer questions from respondents and troubleshoot problems or concerns.

### **The Dailey Network, Cedar Grove, New Jersey** **MARKETING CONSULTANT**

**2008-Present**

- Work cooperatively with groups of business leaders to provide direct and referral marketing services for clients with various business interests. Call on sustained business relationships to provide synergy with clients to accomplish short and long term goals. Solicit new client business through direct outreach and referral marketing.

### **National Write Your Congressman, Inc., Pennington, New Jersey** **SALES REPRESENTATIVE**

**2006-2008**

- Direct business to business membership sales through cold call, renewal and referral marketing in New Jersey and Pennsylvania for national company that empowers and encourages responsible Americans to influence their federal, state and local elected representatives through daily letter writing, opinion ballots and constituent oversight.
- Number one in sales nationwide for first year hires by securing 450 new business members.

### **Freedom House Foundation, Inc., Glen Gardner, New Jersey** **EXECUTIVE DIRECTOR**

**1999-2006**

- Supervised three full-time employees and hundreds of volunteers for a non-profit foundation dedicated to long-term treatment of adult men and women with alcohol and drug addiction. Worked on and attained strategic planning goals with 20 member Board of Trustees resulting in expansion of services and improvement of success rate.
- Raised \$500,000 annually from large and small businesses, government agencies and individuals by direct outreach, special events, including annual golf tournament and banquet dinner, and grants. Increased special events revenue by 45 percent over four years.
- Developed, designed and produced new-look newsletter, as well as videos, DVDs and press releases for promotional purposes, which led to 10 percent increase in fundraising revenue.

**Alman Group, LLC., Westfield, New Jersey**  
**VICE PRESIDENT PUBLIC RELATIONS**

1997-1999

- Targeted and attained public relations and marketing goals for clients. Created and produced materials for public relations outreach.
- Solicited new client business through direct outreach and referral marketing resulting in 30% increase in annual revenue.
- Served as legislative agent/lobbyist at all levels of government.

**Health Insurance Plan of Great New York (HIP), New York, New York**  
**MEDIA RELATIONS MANAGER**

1993-1997

- Handled all media requests from national and local media, established and sustained business relationships with media reporters, editors and producers.
- Created and produced public relations materials for company-sponsored programs and initiatives.

**County of Mercer, Trenton, New Jersey**  
**DIRECTOR OF RESEARCH**

1992-1993

- Handled all research requests for a seven-member Mercer County Board of Chosen Freeholders resulting in public policy decisions in areas such as the annual county budget and construction of a new minor league baseball stadium.
- Responsible for writing news releases on pertinent county business and coordinating all electronic and written media requests.
- Organized the weekly Freeholder meetings for the Board and the general public.

**Public Policy Advisors, Trenton, New Jersey**  
**ASSOCIATE/CONSULTANT**

1991-1992

- Provided consulting services in the areas of public relations, governmental and regulatory affairs, to large and small businesses and organizations.
- Solicited new client business through direct outreach and referral marketing.
- Served as legislative agent/lobbyist at the State Government level.

**State of New Jersey, Trenton, New Jersey**  
**PUBLIC INFORMATION OFFICER**

1986-1990

- Served as Public Information Officer for the New Jersey State Department of Transportation and Department of Treasury with responsibilities that included developing media strategies and promotional materials for public education and awareness campaigns, serving as spokesperson for media requests and coordinating and executing public appearances for the commissioners and their staffs.

**EDUCATION & AFFILIATIONS**

Hofstra University, Hempstead, New York  
Bachelor of Arts, Communications

Board of Directors, Hopewell Basketball Association, Pennington, New Jersey  
Head Coach, AAU Basketball Team, Hopewell Township  
Head Coach, Hopewell Basketball Winter Hoops Team

**BARBARA SILVER HUTCHEON**

Admitted to the New Jersey Bar December 1980

**EDUCATION**

Widener University School of Law  
Wilmington, Delaware  
J.D. Degree, May 1980  
Moot Court Honor Society 1978-79, 1979-80

Douglass College, Rutgers University  
New Brunswick, New Jersey  
B.A. History, May 1976

**EMPLOYMENT**

January 19, 2010 to date

Office of the Governor  
State House  
Trenton, New Jersey 08625

March 31, 2010 to date

Policy Advisor, Office of the Governor

Duties: Management and coordination of proposed rules and regulations of the various state department and agencies, including implementation of administration policies through the administrative rule process; strategic policy initiatives, as assigned.

January 19, 2010 to March 30, 2010

Special Counsel, Office of the Governor

Duties: Provided professional advice to the Governor, with particular responsibility for legislation and rulemaking; supervised Assistant Counsels to the Governor; responsible for

formulation of administration positions; coordination of communications with Legislative Branch.

November 11, 2009 to January 18, 2010

Member of Governor-Elect Christie's Transition Team; assigned to the Transition Subcommittee on the Department of Law and Public Safety and Office of the Public Defender

Duties: Coordinated meetings and preparation of final reports to the Transition Executive Committee.

June 2003 to November 10, 2009:

Of Counsel: Wolff & Samson, P.C.  
One Boland Drive  
West Orange, New Jersey 07052

Areas of Practice: Government and Regulatory Affairs

February 2003 to May 2003

Assistant Attorney General and Counsel to the Attorney General:  
New Jersey Department of Law and Public Safety

Duties: Served as legal advisor to the Attorney General as requested; member, Executive Staff of the Office of Attorney General.

February 2002 to February 2003

Assistant Attorney General and Director of Legislative Affairs:  
New Jersey Department of Law and Public Safety

Duties: Served as principal coordinator of initiatives and matters being handled by the Department, particularly as they involved intergovernmental relations and legislative activities; supervised and managed the legislative affairs unit in the Office of Attorney General; member, Executive Staff of the Office of Attorney General.

January 1992 to January 1998

Chief Counsel: New Jersey General Assembly Majority Office

Duties: Served as legal counsel to the Speaker of The General Assembly and the Majority; review of constitutional issues in legislative proposals; advice concerning constitutional, legislative and house rule issues relating to the legislative process, including Executive Branch actions; coordination of requests for opinions from the Office of Legislative Services; advice on ethics and conflict of interest matters;

counseling with respect to investigative hearings, including immunity and subpoena powers; assessment of litigation affecting State spending obligations and authority; supervision of all litigation involving the General Assembly; review of State leasing activity; service as liaison to Governor's Counsel; development of legislative initiatives and general legal advice to the Speaker and the Majority.

December 1988 to January 1990

Assistant Counsel, Office of Counsel to Governor Thomas H. Kean

Duties: Budget Counsel with respect to the state budget for the year ending June 30, 1990; analysis of spending requirements and the impact of reductions on departments, independent agencies and authorities; liaison with legislative budget staff and analysis of legislative budget proposals, including both revenue and expenditure items.

Analysis of legislation and preparation of memoranda for the Governor on passed bills (including the preparation of veto messages, conditional and line-item veto messages); particular subject areas included Department of Treasury, Division of Pensions, the Board of Public Utilities, the State House Commission and the General Services Administration.

November 1984 to December 1988

Associate Legislative Counsel:  
Office of Legislative Services  
Statehouse Annex  
Trenton, New Jersey 08625

September 1986 to December 1988

Aide, Assembly Judiciary Committee; and Aide, Coordinating and Planning Panel on Drug Abuse (Assembly)

Duties: Analysis of legislation and preparation of memoranda, amendments and legislative proposals in the areas of civil rights, courts, criminal justice, domestic relations, judges, juries, juvenile justice, probation and parole, real property and estates, tort liability and malpractice; respond to public inquiries regarding legislation and committee activities; coordinate scheduling of meetings; reviewed drug legislation for Panel and developed coordinated legislative initiatives and agendas.

November 1984 to September 1986

Member, Judiciary Section of O.L.S. and Secretary, Insanity Defense Study Commission

Duties: Prepared legal memoranda and legislation for legislators; prepared legal analysis and opinions on impact of legislative proposals.

As Commission Secretary, responsible for coordination of expert testimony, legal research and preparation of final report.

September 1982 to November 1984

Staff Attorney: New Jersey State Bar Association  
172 West State Street  
Trenton, New Jersey 08608

Duties: Assistant legislative counsel involved in analyzing legislation, managing participation of the Association and its sections in the legislative process.

September 1981 to September 1982

Associate:  
Weber & Marcus, P.A.  
26 Newton Avenue  
Woodbury, New Jersey 08096

Duties: Engaged in the general practice of law.

September 1980 to August 1981

Judicial Law Clerk:  
Superior Court of New Jersey  
Gloucester County  
Woodbury, New Jersey 08096

Duties: Preparation of memoranda, motions and opinions on civil, criminal, juvenile and probate matters.

**REFERENCES AVAILABLE UPON REQUEST**

# SARA BETH JOREN

## EDUCATION

### **Smith College, Northampton, MA**

Bachelor of Arts, May 2009

Major: American Studies [Focus: Popular Culture & Communications] GPA: 3.6

Honors: Dean's List – eight out of eight semesters

### **King's College, London, England**

Spring Semester Abroad Program (Jan – May 2008)

## EXPERIENCE

### **Garden State Equality June 2009 – January 2010**

*Director of Special Projects*

Planned and coordinated multiple fundraisers, conferences, and meetings. Created marketing presentations aimed to different businesses and law firms. Handled complaint cases of the LGBT community. Developed "client" type relationships. Assisted in running and organizing a 10-person office. Performed administrative duties: answering phones, paying bills, greeting visitors. Met with various legislators to discuss marriage equality; involved in lobbying.

### **Smith College Student Government Association September 2008 – June 2009**

*Vice-President of the Senior Class*

Organized events for the senior class. Oversaw and coordinated senior fundraisers. Designed advertisements, slogans, and posters for various events. Updated and managed the senior class Facebook and Twitter account. Participated in Smith College Senate.

### **WOZQ Radio Station, Smith College January 2006 – May 2009**

*Disc Jockey*

Developed and hosted weekly music shows that included political, entertainment, and women's news. Gained efficiency with radio equipment. Reported on local news, traffic, and campus affairs. Interviewed various musical acts, professors, and student leaders.

### **NJN [New Jersey Public Television & Radio] May – August 2007**

*Assistant Assignments Editor*

Researched news stories for the 5:00 pm news broadcast. Scheduled interviews with story leads. Pitched ideas for broadcast segments; stories included political, community oriented, and cultural themes. Wrote scripts for broadcast.

### **Somerset County Republican Organization, New Jersey June – August 2006, 2008**

*Intern*

Worked on various campaigns at the federal, state and county levels; including Senator Tom Kean's congressional campaign. Participated in calling banks, mass mailings, and fundraisers. Met and surpassed set intern goals. Assisted in communications and public relations departments.

## SKILLS

*Computer:* Microsoft Word, Excel, PowerPoint, Adobe Photoshop & Illustrator, Experienced in Mac and PC operating systems

# JAMIE E. LOFTUS

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## EXPERIENCE

### **GE, FAIRFIELD, CT**

#### **Communications Manager, January 2010 – Present**

- Serve as member of strategic communications team at company headquarters, lead development and implementation of global corporate campaign initiatives in support of company growth and reputation
- Liaise with company's global communications team, marketing, digital communications and public affairs staff to coordinate proactive delivery of company's strategic messages to a variety of stakeholders, internal audiences and external audiences
- Advise company's executive leadership on external public engagement strategy and media relations, including interview preparation and staffing
- Led launch of company's \$200 million open innovation "GE ecomagination Challenge: Powering the Grid" which included stakeholder and influencer engagement, utilization of cutting edge social and digital media tools, preparation of CEO Jeff Immelt and other executive leadership, and management of team of 20 external consultants and vendors

### **DCI GROUP, WASHINGTON, D.C., a strategic communications and public affairs firm**

#### **Director, June 2007 – January 2010**

- Developed and implemented national and state public affairs campaigns; led coalition building activities, devised media and communications plans for Fortune 500 companies and nonprofit organizations with primary focus on education and charter school issues
- Provided strategic and crisis communications counsel on issues impacting key business decisions and reputation. Crafted message and communications materials to help clients articulate their messages to key global, national and local audiences. Served as on-the-record spokesperson for TV, print and radio outlets.
- Served as primary client contact, managing day-to-day flow of information and reporting
- Managed job performance and professional development of communications staff

### **MCCAIN-PALIN 2008, ARLINGTON, VA**

#### **Director of Media Affairs for Governor Sarah Palin, September 2008 – November 2008**

- Served as primary media affairs contact for Republican vice presidential nominee and surrogates
- Helped coordinate and implement strategic rapid response for the "Truth Squad" to combat potentially harmful stories under constant and short-term deadlines
- Handled a high volume of media requests, made recommendations and managed expectations in demanding environment during a condensed time period

### **SENATOR KAY BAILEY HUTCHISON (R-TX), SENATE REPUBLICAN POLICY COMMITTEE CHAIRMAN, WASHINGTON, D.C.**

#### **Deputy Communications Director, February 2005 – June 2007**

- Helped direct all communications for the fourth-highest ranking Republican senator
- Advised senator and staff on policy that affects the communication agenda and prepared senator for public appearances, TV, print and radio interviews
- Published op-eds, wrote press releases and talking points on policy, leadership and committee issues
- Fielded media inquiries and pitched news stories to national and state reporters, editors and producers and served as day-to-day spokesperson for the senator

### **BUSH-CHENEY '04, BANGOR, ME**

#### **Maine Communications Director, March 2004 – November 2004**

- Directed statewide media strategy to communicate President Bush's national campaign message
- Planned, coordinated and managed press conferences and other media events for state and national campaign surrogates. Wrote press releases and op-ed columns on key campaign issues.
- Coordinated interviews for state and national campaign surrogates and fielded media inquiries

### **CONGRESSMAN THADDEUS MCCOTTER (R-MI), WASHINGTON, D.C.**

#### **Press Secretary, March 2003 – March 2004**

- Wrote press releases, press statements and talking points on a wide range of issues
- Fielded media inquiries and pitched news stories to Michigan, regional and national reporters
- Coordinated press conferences, television and radio interviews and satellite feeds, managed official website

**CONGRESSMAN JOHN E. SWEENEY (R-NY), WASHINGTON, D.C.**

**Deputy Press Secretary, November 2001 – March 2003**

- Coordinated with policy staff to develop messages and craft press documents
- Managed radio and television broadcast interviews and satellite feeds

**INTERNSHIPS**

**CNN, NEW YORK BUREAU ASSIGNMENT DESK, Summer 2000**

**MSNBC, HARDBALL WITH CHRIS MATTHEWS, Fall 1999**

**EDUCATION**

**COLLEGE OF THE HOLY CROSS, WORCESTER, MA**

**Double Major – Bachelor of Arts in History and Political Science, May 2001**

**DOMINICK J. MALANGA**

**Objective:** To obtain employment in a work setting where I can utilize my communication skills to foster a positive environment and illustrate the importance of teamwork.

**Education:** Bergen Community College, Paramus, NJ 07652  
Associates in Art – (June 2010)

Belleville High School, Belleville, NJ 07109  
High School Diploma – (June 2006)

**Work Experience:** **Belleville Recreation Department, Camp Counselor; Seasonal (2005-2010)**

- Organized and coordinated activities for children ages 7-13.
- Promoted positive communication and relationships between children.

**The New Meadowlands Stadium, NJSEA; Premium Services (2010)**

- Promoted from Guest services to Premium Services.
- Assist guests in the Gridiron Club Suites.
- Committed as a team member to provide a memorable experience for all guests.
- Show respect towards guests and team members.
- Provide world class service.

**References:** Available upon request

# JONATHAN PIERCE MEINEN

## EDUCATION

### SETON HALL UNIVERSITY SCHOOL OF LAW

NEWARK, NJ

Juris Doctor, Awarded May 2009 GPA 3.372 Rank 85/247

NJ Bar, Admitted 2010

NY Bar, Passed July 2009 - Pending Admission

#### HONORS

- Commencement Speaker, Class of 2009
- 2<sup>nd</sup> Place Oralist, ABA Nat'l Moot Court Competition, Brooklyn Region, Spring 2009
- Best Oralist, Nat'l Adoption & Child Welfare Moot Court Competition, Spring 2008
- Best Oralist, Seton Hall Appellate Advocacy, Fall 2007
- Finalist, Ronald J. Riccio First Year Moot Court Competition, Spring 2007

#### ACTIVITIES

- Interscholastic Moot Court Board, 2006-2009
- Women's Law Forum, Co-Chairperson, 2009
- Volunteer Income Tax Assistant, 2007-2009
- Seton Hall University Undergraduate Speech & Debate Coach, 2006-Present

### BRADLEY UNIVERSITY

PEORIA, IL

Bachelor of Arts, *magna cum laude*, Political Science, Awarded May 2006

#### HONORS

- International Balfour Award Winner - Sigma Chi Fraternity, 2006
- Humanitarian of the Year - Heart of Illinois Planned Parenthood, 2005
- National Champion - After Dinner Speaking, American Forensics Association, 2004

#### ACTIVITIES

- Student Body President, 2006
- Congressional Lobbyist for the North American Interfraternity Conference, 2006
- University Judicial Arbitration Board Chairman, 2005
- Student Representative to the National Communication Association, 2004-2005

## EXPERIENCE

### WILLIS & YOUNG, P.C.

JERSEY CITY, NJ

*Associate*

September 2010- Present

- Focus on criminal defense, civil litigation, and appeals in state and federal court
- Conduct research, analyze documents, and draft filings on a wide range of legal issues
- Perform case management and maintain client relations for criminal and civil matters

### NEW JERSEY SUPERIOR COURT, HUDSON COUNTY- CRIMINAL DIVISION

JERSEY CITY, NJ

*Law Clerk to the Honorable Frederick J. Theemling, Jr.*

September 2009- August 2010

- Drafted memoranda on evidentiary issues, jury charges, and court procedures
- Drafted opinions regarding municipal appeals, petitions for post conviction relief, and *pro se* motions
- Scheduled filings and prepare opinions concerning Megan's Law registration and firearms licensing

### BEATTIE PADOVANO, L.L.C.

MONTVALE, NJ

*Summer Law Clerk*

May 2008-August 2008

- Researched and prepared legal memoranda on civil issues including local property taxation, public bidding and contracting requirements, zoning, and land use
- Drafted transactional documents including sales contracts and franchise agreements
- Performed document review and due diligence investigations for complex commercial cases

### OFFICE OF THE NJ ATTORNEY GENERAL, DEPT. OF LAW & PUBLIC SAFETY

NEWARK, NJ

*Intern in the Division of Law*

January 2008-April 2008

- Assigned to Professional Board Prosecution in the Consumer Protection Practice Group
- Prepared memoranda and drafted orders civilly prosecuting disciplinary matters against licensed professionals
- Observed and prepared complaints in administrative forums on behalf of the Attorney General and the pertinent professional licensing board

### HEYL, ROYSTER, VOELKER & ALLEN, P.C.

PEORIA, IL

*Summer Law Clerk*

May 2007-August 2007

- Researched and prepared legal memoranda concerning medical malpractice, asbestos and toxic tort defense, and insurance defense
- Prepared client educational materials and assisted in conducting client presentations
- Performed document searches and file management for asbestos defense practice group

## RESUME

LAURIE L. MICHEL

### PROFESSIONAL EXPERIENCE

Merck & Co., Inc. 1995 - Present. Senior Director & Counsel, Federal Policy and Government Affairs. Responsible for shaping the federal legislative and policy environment in the following issue areas: vaccine financing and access; patent reform and domestic intellectual property; research regulation; legal reform; and environmental regulation. Generate and maintain relationships with constituent Members and staff and with relevant key Committee Members and staff. Advocate Merck policies and positions to federal legislative and executive branch officials and staff. Work with member trade and professional associations and coalitions to advance Merck policies and positions. Build and maintain stakeholder coalitions to advocate policies and positions supported by Merck. Responsible for ensuring Merck's compliance with federal lobby disclosure and contributions reporting requirements.

Pasteur/Merieux/Connaught 1992 - 1995. Director of Government Affairs and Public Policy. Responsible for developing, establishing and implementing government affairs policies, procedures, plans and programs. Generate and maintain favorable attitudes and relationships with federal and state agencies, legislators and staff. Advise and make recommendations in the determination of PMC's objectives, policies and plans as they may affect or be affected by public policy (legislative/regulatory) initiatives. Communicate PMC's corporate policies and positions to federal and state legislative/regulatory officials and staff. Manage the activities of the PMC Political Action Committee.

Hogan & Hartson 1988 - 1992. Associate Attorney. Government Affairs Practice Group: Responsibilities include participating in client strategy sessions regarding proposed or pending legislation; organizing and managing firm's participation in client legislative representation; lobbying clients' positions before members of Congress and executive branch officials; drafting client testimony; monitoring and reporting on federal legislative and executive branch activities for firm clients.

Ballard, Spahr, Andrews & Ingersoll, 1984 - 1988. Associate Attorney. Legislative Practice Group: responsibilities included participating in client strategy sessions regarding proposed or pending legislation; lobbying clients' positions before members of Congress and executive branch officials; monitoring and reporting on federal legislative and executive branch activities for firm clients; drafting client testimony for congressional committee hearings. Public Finance Group: responsibilities included representing Public Authorities, Underwriters and Industrial Users in financing projects through issuance of municipal bonds.

Nabisco Brands, Inc. 1981-1984. Washington Representative. As the registered lobbyist for Nabisco, responsibilities included participating in the development of corporate positions on various legislative and regulatory initiatives affecting Nabisco's activities; lobbying these positions before members of Congress and executive branch officials; monitoring and reporting on legislative and executive branch activities at federal level. In connection with this position, was also a member of the Advisory Board of the Washington International Business Council, the

Board of Governors of Ford's Theater and various committees of trade associations of which Nabisco Brands was a member.

U.S. Department of Treasury. 1981. Staff Assistant, Office of Legislative Affairs. Monitored and reported on legislative activities of interest to Treasury. Responded to Congressional inquiries and requests directed to Treasury and agencies under its jurisdiction (BATF, U.S. Customs Service, Bureau of the Mint, Secret Service).

Congressman Edward J. Derwinski. 1975 - 1981. Legislative Assistant. Composed legislative correspondence and responded to inquiries or requests which required contact with professional committee staff and departmental liaisons. Drafted position statements on legislative issues for use in Congressional Record and debate. Prepared summaries and analysis of legislative proposals of interest to Mr. Derwinski and his constituents. Developed and maintained computer-directed correspondence. This included targeting special interest groups for legislative updates. Prepared demographic data for use by Mr. Derwinski in determining issues of primary concern to his district.

### EDUCATION

J.D. - George Washington University Law Center, June 1979. Admitted to the D.C. Bar, December 1979.

A.B. - Smith College, June 1975

### OUTSIDE ACTIVITIES AND INTERESTS

Professional Associations and Activities - D.C. Bar Association; member of the Board of the Federal Judicial Center Foundation since 1989; The Tax Coalition; former Board member of the Bryce Harlow Foundation and the John Quincy Adams Society.

Social Memberships - The Congressional Club; the Smith College Club of Washington

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# TERRIANN MOORE-ABRAMS, ESQ.

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## **LEGISLATIVE EXPERIENCE:**

**THE TOWNSHIP OF SOUTH ORANGE VILLAGE: BOARD OF TRUSTEES**, South Orange, NJ  
*Trustee*, May 16, 2005-May 31, 2009 (*Term of Office*)

- Elected as a Member of the Board of Trustees, the governing body of the Township of South Orange Village.
- Served as Chair of the Trustee Board standing committee Legal and Personnel, and member of Finance, and Public Works.

## **LEGAL EXPERIENCE:**

**COUNTY OF ESSEX: OFFICE OF THE COUNTY COUNSEL**, Newark, New Jersey  
*Chief County Counsel*, 2005 - Present

*Assistant County Counsel*, August 1998 - 2005

- Coordinates and monitors civil commitment and Megan's hearings of Essex County residents in psychiatric hospitals throughout New Jersey
- Supervises health and related cases involving Essex County Hospital Center
- Supervises prosecution of environmental violations in Essex County
- Serves as Attorney for the Essex County Weights and Measures Unit-Div. of Community Action
- Serves as Supervising Attorney for the Essex County Custodian of Records/OPRA Office
- Served as Legal Counsel to the Essex County Office of Cultural Diversity and Affirmative Action
- Defend employment discrimination claims and tort claims involving the County of Essex
- Provide legal opinions and assistance to department directors.

**COUNTIES OF CAMDEN, ESSEX, AND MORRIS (NEW JERSEY): OFFICE OF THE PROSECUTOR**  
*Assistant Prosecutor*, September 1991 - July 1998

- Prosecuted criminal jury trials in the Superior Court of New Jersey
- Presented oral arguments before Superior Court of New Jersey, Appellate Division
- Researched and analyzed applicable law in preparation for written motions, oral arguments and trials
- Served as a senior trial team attorney
- Managed a team of investigators
- Presented cases to the Grand Jury.

**NEW JERSEY SUPERIOR COURT - Criminal Division - County of Burlington**  
**PRESIDING JUDGE CORNELIUS P. SULLIVAN**, Mt. Holly, New Jersey  
*Judicial Clerk*, September 1990 - August 1991

- Researched and wrote draft opinions and legal memoranda
- Handled caseload management and administrative functions
- Participated in training programs on alternative dispute resolution
- Researched and wrote decisions on motions involving search and seizures
- Observed trials and hearings.

**SMITH, MCGLAUGHIN & HART BAR REVIEW, Chicago, Illinois**

**Regional Director / Attorney, March 1989 – August 1990**

- Organized and directed all phases of SMH marketing in Illinois, Michigan, Wisconsin and Missouri
- Developed new business opportunities in the Mid-western states
- Conducted criminal and civil law seminars
- Responded to client inquiries and drafted office correspondence.

**BAR ADMISSIONS:**

- Supreme Court of the State of New Jersey
- United States District Court, District of New Jersey

**COMMUNITY AND ECONOMIC DEVELOPMENT EXPERIENCE:**

- Former Commissioner of the Joint Meeting of Essex and Union Counties (2007-2009)
- Served as Member and Vice President of the Board of Directors of the United Community Corporation (UCC), 2001-2007. UCC develops affordable housing, and provides job training, employment, and various social services.
- Served as Counsel to the Essex County Economic Development Corporation (EDC), 2004-2007. EDC provides financing and technical assistance to area businesses and nonprofits.
- Served on the Advisory Board of the Center for Urban Education (CUE), 2000-2007. CUE provides basic education, job training and employment services in Newark and Elizabeth, NJ.

**AFFILIATIONS & VOLUNTARY SERVICES:**

- Former Vice President of the Association of Black Women Lawyers of New Jersey
- Served as Member of the Children's Advisory Committee, Acting Governor Codey's Mental Health Task Force
- Served as Member of the Board of Directors, YWCA of Essex and West Hudson
- Served as Member of the Model Criminal Jury Charge Committee
- Committee Member, American Association of University Women, 2009-2010.

**EDUCATION:**

**FRANKLIN PIERCE LAW CENTER, Concord, New Hampshire**  
Juris Doctorate, January 1989

**FRANKLIN PIERCE COLLEGE, Rindge, New Hampshire**  
B.A., Economics (cum laude), May 1984

*Honors:* Honors in Economic Theory; *Certificate* of Excellence for Outstanding Achievement

## EDWARD S. NATHAN

### Employment:

**EDWARD S. NATHAN, ESQ., Chatham New Jersey – Feb. 2009 -s present**

Solo law practitioner.

**STERN & KILCULLEN, Roseland, New Jersey - Dec. 1998 - Jan. 2009**

Litigation partner specializing in significant commercial litigation, commercial arbitration and white collar criminal defense matters. Litigated in New Jersey State and Federal Courts, as well as Federal Courts in New York, Connecticut, Pennsylvania, California and Colorado.

### Representative Matters Worked On:

*Federal Securities Litigation* - Lead participant on behalf of former officers and directors of Fortune 100 company in 10 year litigation in which clients and the company successfully pursued a major public accounting firm for recovery following a \$2.8 billion class action settlement; working with multiple co-counsel representing the company and clients, participated in extensive depositions before a Special Discovery Master and took and defended expert witness depositions; participated in brief writing before Special Discovery Master, U.S. District Court and Third Circuit Court of Appeals; appeared frequently before Special Discovery and U.S. District Judge.

*Federal Regulatory Litigation* - Representing former CEO of Fortune 100 company, participated in defense of civil suit brought by Securities and Exchange Commission against former executives of the company; researched and wrote multiple briefs, appeared before U.S. Magistrate Judge, supervised discovery distillation project whereby factual discovery was analyzed and organized in accordance with allegations of complaint.

*Federal Commercial Litigation* - Principal litigator defending major securities dealer against attempt by former employee to arbitrate wrongful termination and fraud allegations against the employer; researched and wrote all briefs; appeared multiple times before U.S. District Court and Third Circuit Court of Appeals.

*State Court Commercial Litigation* - Principal litigator representing principal of large, closely held, family corporation; successfully defended against minority

shareholder claims made by principal's estranged sister; litigated before Superior Court Law Division and Appellate Division (published opinion).

*State Court Commercial Litigation* - Principal litigator representing heirs of the founder of a large armored car company, pursuing claims against company executives acting as co-executors; successfully obtained TRO and preliminary injunction ousting executives as co-executors; litigated before Superior Court Law Division and Appellate Division.

*Commercial Arbitration* - Representing a major investor in a multi-billion dollar group of real estate partnerships, successfully participated in arbitration of significant fraud and minority partnership oppression claims against the partnerships and their principal partner; researched and wrote multiple briefs; participated in depositions.

*Commercial Arbitration* - Acting as first chair, represented a former principal of a major New York City architectural firm; successfully pursued minority shareholder oppression arbitration/mediation against the firm and its other principals.

*Federal White Collar Defense* - Member of the in-Court trial team defending former CEO of Fortune 100 company against multiple counts of insider trading; researched and wrote multiple briefs; appeared during multiple pre-trial and all trial proceedings; supervised maintenance of multi-volume trial evidence binders as well as electronic compilations thereof; supervised team of associates and paralegals during run-up to and duration of trial; primary responsibility for analyzing and digesting extensive volume of classified defense materials pursuant to the Classified Information Procedures Act ("CIPA"), working extensively in government-maintained Secure Compartmented Information Facilities ("SCIF").

*Federal White Collar* - On behalf of allied individual and corporate litigants in 10 year civil litigation in which clients and a Fortune 100 company successfully pursued a major public accounting firm for recovery following a \$2.8 billion class action settlement, monitored two successive criminal trials of former CEO and COO of one of the companies which merged to create the Fortune 100 company; attended all pre-trial hearings (including extensive *Daubert* hearings), trial and jury deliberations and post-trial hearings, generating detailed daily memoranda which were circulated to litigators at four major firms representing the allied clients; first trial lasted 9 months; second trial lasted 3 months.

*Federal White Collar Defense* - Member of the litigation team defending the former CEO of a publicly traded company indicted on multiple counts of securities fraud; supervised 25-30 attorney electronic document review project.

*Corporate Investigation* - Member of team conducting internal corporate investigation following execution of federal search warrant in Boise, Idaho against multiple manufacturers of medical devices; conducted employee interviews in New Jersey, Idaho, Montana, Colorado and California.

*Corporate Compliance* - Member of team assisting manufacturer of medical

devices in complying with requirements of consensual resolution of federal investigation of multiple manufacturers of medical devices; working closely with federally appointed Monitor on compliance issues.

**McCARTER & ENGLISH, Newark, New Jersey - June 1985 - Nov. 1998**

Litigation associate specializing in commercial litigation, debtor/creditor litigation, and commercial arbitration; Law Clerk; Summer Associate.

Representative Matters Worked On:

*Federal Bench Trial* - First Chair successfully representing "insider" secured creditor in a fraudulent transfer action brought in U.S. District Court by a judgment creditor against the debtor and insider secured creditor. Post-trial proceedings continued in District Court after reference was withdrawn following debtor's bankruptcy filing. Continued representation of client in variety of discovery proceedings and hearings following appointment of Chapter 11 Trustee and ultimate conversion to Chapter 7 liquidation proceedings.

*State Court Bench Trial and Administrative Proceedings* - First Chair during all pre-trial and bench trial proceedings, representing a northern New Jersey financial institution in an action against a defaulting borrower; represented client in administrative proceedings related to control of borrower's alcoholic beverage license, appearing before Administrative Law Judge, Superior Court Law Division and Superior Court Appellate Division.

*Bankruptcy Adversary Proceedings* - First Chair in multiple bankruptcy adversary proceedings on behalf of a variety of secured and unsecured creditors.

*Creditors' Committee Counsel* - Member of litigation team representing variety of Creditors' Committees.

*State Court Commercial Litigation* - First Chair representing variety of secured creditors pursuing claims against defaulting customers.

*Corporate Investigation* - Principal attorney conducting internal corporate investigation for major New Jersey insurance company.

**TRUSTEES OF THE RECORD AMBULANCE COMPANY, Orange, New Jersey - Sept. 1983 - June 1985** - Emergency Medical Technician responding to emergencies in Orange, New Jersey as well as private ambulance service throughout the region.

**OVERLOOK HOSPITAL, Summit New Jersey - June 1981 - August 1983**  
Mobile Intensive Care Unit dispatcher; Emergency Medical Technician.

**OPTICASE, INC., Rockaway, New Jersey - Aug. 1976 - May 1981**  
Vice-President of Manufacturing; Production Manager; Assistant Production Manager.

Oversaw manufacturing facilities for closely held family business. Supervised fifty employees.

**Professional Affiliations:**

Member, New Jersey State Bar Association; Admitted: New Jersey State and Federal Courts, U.S. Court of Appeals for the Third Circuit, District of Colorado.

Fellow, Vanderbilt Inn of Court - 1991-93.

**Education:**

*Rutgers School of Law, Newark, New Jersey* - J.D., 1986  
Editor, *Computer & Technology Law Journal* (write-on competition); finalist, Client Counseling Competition.

*University of Rochester, Rochester, New York* - B.A., 1976  
Double major of Political Science (Departmental Honors) and History; Managing Editor, *Campus Times* (daily student newspaper).

**Community Service, Other Affiliations and Publications:**

*The Children's Institute, Verona, New Jersey* - President, Board of Directors, 1996-2000; Executive Committee, Board of Directors, 1993-1996, 2003-present.

*The Children's Foundation, Verona, New Jersey* - President, 2000 - present.

*Office Of The Governor-Elect, State Of New Jersey* - Dec. 2009 – Jan. 2010 - Volunteer Member of the Legal Committee for the Transition, reporting to counsel for the Transition.

*Christie For Governor, Parsippany, New Jersey* - Feb. - Nov. 2009

Member, Campaign Legal Team (volunteer position) - Reporting to the Campaign Counsel, undertook various legal and legislative research projects, with an emphasis on voter fraud issues and the newly enacted "Vote By Mail" Statute; attended and reported on ICLE "Election Issues" Seminar (September 30, 2009); represented the Campaign during Union County voting machine inspection; monitored polling places in the "Ironbound" section of Newark on Election Day, correcting instances of opposition party electioneering and inspecting for potential voter fraud.

Co-ordinator of County Communications (volunteer position) - As a member of the Campaign Communications Staff, supervised and administered state-wide Letters to the Editor ("LTE") Campaign.

*Kean For Senate, Westfield, New Jersey - 2008-current - Member, Campaign Finance Committee.*

*South Orange Rescue Squad, South Orange, New Jersey -- Life Member; Captain, 1981; Emergency Medical Technician, 1976-1984.*

*Author -- "Pre-Petition Waivers of the Automatic Stay: A Choice Between 'Big Boys' And 'Big Government'," New Jersey Bar Association Bankruptcy Law Section Newsletter, Vol. XIX, No. 2, October, 1997.*

## EDUCATION

### **Seton Hall University School of Law, Newark, NJ**

J.D., *cum laude* – May 2008

GPA: 3.21

### **Drew University, Madison, NJ**

B.A., History/Political Science – May 1999

GPA: 3.2

Honors: Dean's List (Spring 1997)

Activities: NCAA Men's Soccer. 4-year member.  
Drew University London Semester

## BAR ADMISSIONS

New Jersey – 2008

United States District Court, District of New Jersey – 2008

New York – 2009

United States District Courts, Southern and Eastern Districts of New York – 2009

## WORK EXPERIENCE

### **Wolff & Samson PC, West Orange, NJ**

Associate – September 2008 to Present

- An associate with the firm's commercial litigation and administrative and regulatory law practice groups.
- Served as co-counsel to state public transportation authority. Attended authority board meetings, assisted in the coordination of authority legal work within the firm, and researched and prepared written opinions relating to issues impacting the government and operation of the authority.
- Served as member of project team representing state public transportation corporation in connection with its effort to enter into a public/private partnership for the operation of its parking facilities. Researched and prepared written opinions concerning deal specific issues and assisted in due diligence and preparation of public/private partnership agreement.
- Assisted in the representation of residential developer against construction defect claims. Responsible for preparing motions papers, engaging in discovery, including the preparation of interrogatories, document demands, and subpoenas, preparing witnesses for depositions, and coordination of expert reports.
- Co-authored the following articles: "Beyond the Election – New Limitations are a Win for Good Government," *New Jersey Law Journal*, April 20, 2009; "Pay-to-Play Ban Hits Redevelopers," *Globe St.com*, May 29, 2009; and "Municipal Bankruptcy: Pipe Dream or Panacea?" *New Jersey Municipalities*, December 2010.

### **Wolff & Samson Public Affairs, LLC, West Orange/Trenton, NJ**

Government Affairs Agent – January 2011 to Present

- Registered governmental affairs agent.
- Engaged in government relations advocacy and strategy for firm clients with issues before the legislative and executive branches.

**NJ Transit Corporation, Newark, NJ**

**Manager, Property Management, Lease Negotiations & Compliance – March 2006 to August 2008**

- Assisted Senior Director of Real Estate in negotiation and implementation of transit oriented development projects.
- Negotiated leases of a more detailed and difficult nature and drafted necessary legal documents in coordination with the Attorney General's Office.
- Monitored existing NJ Transit leases, easements, and conveyance agreements and ensured parties were performing obligations.

**Director of Operations Coordination and Policy in the Executive Director's Office – November 2004 to March 2006**

- Served as member of the Executive Management Team that oversaw a \$2.5 billion budget and 11,000 employees.
- Assisted in community outreach and building regional support for the development of the ARC Tunnel Project.

**Office of the Governor, State of New Jersey, Trenton, NJ**

**Senior Advisor to the Governor's Chief of Staff – December 2002 to August 2004**

- Responsible for coordinating all activities in the Office of the Governor's Chief of Staff, including management and oversight of the following critical offices: Appointments, Communications, Counsel, Inter-governmental Relations, Policy and Scheduling.
- Worked with Executive Branch officers to ensure major policy initiatives were coordinated with the Governor's stated positions and future goals.

**New Jersey Department of Transportation, Office of the Commissioner, Trenton, NJ**

**Senior Advisor to the Commissioner – March 2002 to December 2002**

- Assisted in the development of state transportation policy initiatives.
- Served as liaison between the Commissioner and labor union officials and advised the Commissioner on labor union related policy.

**References Available Upon Request.**

# J. HUNTER PENDARVIS

## EDUCATION

**WOFFORD COLLEGE**, Spartanburg, SC

August 2008

B.A. in Government, Minor in Economics; GPA 3.09

**CORVINUS UNIVERSITY OF BUDAPEST**, Budapest, Hungary

Spring 2007

Semester GPA 3.00

## WORK EXPERIENCE

**GOVERNOR CHRIS CHRISTIE**, Trenton, NJ

Jan. 2010-Current

*Press Assistant*

- Staffed Governor Christie's Swearing-in and Inaugural
- Preparing and Issuing the Daily Schedule and Advisories
- Preparing and Issuing the Communications Day-Ahead
- Responsible for Providing Fitzgerald's New Jersey Legislative Manual with Updates for the New Administration
- Responsible for Monitoring and Incorporating Edits During the Approval Process
- Working with Reporters and Producers to Book Interviews
- Calling Regional TV Networks to Build Media Coverage of Events
- Fielding and Directing Press Inquiries
- Maintaining GovNews Press Lists
- Preparing and Issuing Releases RE: Appointments and Nominations
- Mocking Up and Issuing Press Releases
- Writing Headlines for Press Releases

**GOVERNOR-ELECT CHRIS CHRISTIE**, Trenton, NJ

Dec. 2009-Jan. 2010

*Press Assistant*

- Prepared Morning Clips
- Created and Maintained Press Lists
- Drafted Press Releases
- Maintained and Gave Reports on Interview Requests
- Responsible for Issuing Press Releases
- Responsible for Daily Schedule and Advisories

**COLUMBIA FIREHOUSE**, Alexandria, VA

July 2009-Dec. 2009

*Head Host*

- Clientele Relations
- Floor and Personnel Flow Management

**NATIONAL CAPITAL TELESERVICES, LLC**, Washington, DC

Aug. 2009

*Client Representative*

- Fundraising for the RNC Through Phone Solicitation
- Membership Relations.

**SC VICTORY '08 REPUBLICAN CAMPAIGN**, Columbia, SC

Sept. 2008-Nov. 2008

*Internship*

- Front Office Management
- Constituent Relations
- Polling Data Oversight

**CHRISTINA JEFFERY SC HOUSE 32 CAMPAIGN**, Spartanburg, SC

March 2008

*Volunteer*

- Canvased from Door to Door

## PROFESSIONAL SKILLS

**PROFICIENT IN:** Microsoft Word, PowerPoint, Excel, Outlook, Windows Vista, JSTOR, Lexis-Nexus

## ACTIVITIES:

**DC YOUNG REPUBLICANS**, Associate Member

**KAPPA SIGMA FRATERNITY**, Alumni Member

## Gregory Perrone

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### Summary

Solid professional and academic experience as a **Financial Planner and Consultant**; excellent problem solving and analytical ability.

**Strong communicator** responsible for advising clients with their current and future financial needs.

Accomplished in **soliciting new business and deepening existing business relationships**.

### Professional Experience

**Wachovia Bank** Bernardsville, NJ

6/10-Present

*Senior Personal Banker*

- Responsible for advising affluent clients as to the challenges they face in the areas of deposits, investments and credit.
- Responsible for acquiring new affluent clients as well as deepening existing relationships in the areas of deposits, investments and credit.

*Financial Specialist*

4/01-12/06

- Responsible for advising clients as to the challenges they face in the areas of deposits, investments and credit.
- Responsible for acquiring new clients as well as deepening existing relationships in the areas of deposits, investments and credit which resulted in average monthly sales of over **\$1,000,000.00** in home equity related products and first mortgages

**Chase Bank** Montclair, NJ

04/08-4/10

*Personal Banker*

- Responsible for advising clients as to the challenges they face in the areas of deposits, investments and credit.
- Responsible for acquiring new clients as well as deepening existing relationships in the areas of deposits, investments and credit which resulted in average monthly investment sales of **\$275,000.00** throughout my career with Chase Bank.
- Investment generated sales **\$6,050,000.00**.

**Bank of America** Cranford, NJ

12/06-2/08

*Premier Client Manager*

- Responsible for advising mass affluent clients as to the challenges they face in the areas of deposits, investments and credit.
- Responsible for acquiring new clients as well as deepening existing relationships in the areas of deposits, investments and credit which resulted in over **\$2,000,000.00** of investment sales and deposit growth as well as average monthly sales of **\$1,000,000.00** in home equity related products during a nine month production period.

## Arthur Ramee

### EXPERIENCE

State of New Jersey, Dept. of Treasury, Trenton, NJ Feb. 2003-Present  
*Confidential Assistant*

- Process all Worker's Compensation claims for injured State Employees.
- Process all legal claim petitions assigned within statutory timeframe.
- Retrieve and process all medical documentation for IME's and Demand for Medical information.

StreetFusion Inc., San Francisco, CA March 2001- May 2002  
*Institutional Sales- Senior Account Executive*

- Conducted all StreetFusion Institutional Software sales to the financial services industry in the Western United States, Asia and South America.
- Composed business plan providing existing products to Pacific Rim markets.
- Assisted in software implementation on enterprise/individual account level.

Stone Financial Solutions, San Francisco, CA Aug. 1999- March 2001  
*Institutional Sales- Account Executive*

- Performed strategic planning, organizational development, and sales management for Stone Financial Solutions products.
- Collaborated with staff in developing and implementing procedures streamlining business processes.
- New account development.

Banc of America Securities, San Francisco, CA Sept. 1997- July 1999  
*Institutional Equity Sales- Assistant*

- Assisted in developing daily sales strategies.
- Tracked and analyzed daily stock performances.
- Performed all analysis and allocations of I.P.O. shares.

### EDUCATION

Duke University, Durham, North Carolina  
B.A. History, 1997

Delbarton School, Morristown, NJ (1993)

### COMPUTER SKILLS

Windows XP, Excel, Word, Access, PowerPoint, Bloomberg, Reuters  
BridgeStation, First Call

REFERENCES (Available upon request)

# EDWARD R. RAMIREZ

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## Summary

Senior Manager with extensive experience in business and industrial construction project management working for industry leading firms. Proven success in planning, design, coordination and implementation of large Commercial, Data and Telecommunications Center construction. Strong background in data and telecommunication facilities management. Professional client interface and account management expertise. Excellent personnel management, financial planning and expense management skills and experience. Qualified and proficient in both commercial and residential construction standards and trades.

## Professional Experience

### New Jersey Schools Development Authority - Project Manager -

Responsible for the overall project management including design, engineering, and construction administration of school construction projects for the State of New Jersey. Projects include emergent repair projects as well as new construction. Management responsibility for schedule, budget and change order management. (August 2009 to Current)

### Torcon Inc - Senior Project Manager/Director Torcon Technologies -

Responsible for the oversight and Management of all Mission Critical Projects, including peer review of plans and specifications for engineering, procurement constructability and sustainability evaluation. Conducted commissioning and validation of Mission Critical projects. Recent projects including a Geo-tech Laboratory, FAA Control Tower, and two Synchronous Data centers for a major financial institution. The financial range of these projects is between 70 to 200 million dollars. (October 2006 to May 2008)

Tishman Technologies - Project Executive/Project Management - Responsible for client and overall project management of large industrial construction projects. Management included design build of technical space, office area, and power distribution areas for large data and telecommunications operations centers. Directed and managed design build teams, working with architects and engineers and other construction professionals. Along with the construction responsibilities, assisted in the development of long term operational methods and procedures, maintenance standards, as well as site hardening and site security/access procedures. Developed and managed multi-million dollar budgets, vendor general conditions and cost summaries. Clients included MCI/WorldCom, Level 3 Communications, Verizon and Genuity. (January 2000 to April 2004)

**Edward R. Ramirez - 2**

**Pacer International - Program Director, Telecommunications Services** - Responsible for site design, engineering and construction, of technical and office space design, for national and multi-national telecommunications and data companies. Responsibilities included site surveys, real estate acquisition, construction design and implementation of inside plant facilities, while meeting clients design, schedule, and budget specifications. Oversight responsibility and personnel management of on site project managers, engineers and job superintendent in a multi-project environment. Lead client interface throughout project cycle, which included daily/weekly progress reports, schedule updates and budget summary reports. Clients included Nextlink Telcom, Focal Communications, Hermes RailTel, British Telcom and AT&T. (June 1998 to December 31, 1999)

**County of Morris - Department of Buildings and Grounds - Assistant Superintendent / Division Head Maintenance** - Responsible for the overall Maintenance operations and facilities management, including structures mechanical, electrical plumbing and security as well as minor construction and renovations. Responsible for personnel management, budget development and tracking, and office operations. I managed 76 full and part time employees. Assisted the Superintendent with oversight of major construction projects, including the construction of the New Morris County Correctional facility, as well as additions to the County Library, Motor Service Center and Juvenile Detention Center. (January 1994 to April 1998)

**CMR Development, Inc. - President and CEO** - Owned and managed a medium sized construction company specializing in the renovation of commercial and residential properties. Worked with design professionals to create electrical, mechanical and structural requirement. Designed the client's computer networking and business telecommunications systems to meet their business needs. Supervised the construction work and coordinated with vendors for equipment installation. (1987 to 1994)

**AT&T and General Departments** - Responsible for Project Management of the design and construction of Operational Support Centers, Data Centers and Client Service Centers nationwide. (1968 to 1987)

**Education**

AA, Industrial Management, East Los Angeles Community College  
BA, Business Administration, University of California  
Certificate of Completion, AT&T Executive Education Program: Applied Engineering Sciences, Northwestern University; Project Engineering Economics, MIT

**Affiliation**

Former Vice President - Board of Directors, Morris County Employees Federal Credit Union,  
Former Commissioner NJ Economic Development Authority,  
Member of Project Management Institute,  
Electrical Contractors Associations and American Wind Energy Association,  
Member IEEE, and NFPA 70 Electrical Standards Committee  
Commissioner of Morristown Redevelopment Commission  
Commissioner of Morristown Housing Authority

## RICHARD REBISZ

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<b>EDUCATION</b>	<b>SETON HALL UNIVERSITY</b> , South Orange, NJ <i>Bachelor of Arts Degree</i> , May 2001 Major: <i>Political Science</i>
	<b>AMERICAN UNIVERSITY</b> , Washington, DC <i>Master of Public Policy</i> , August 2001 – May 2003, 21 of 36 credits completed Concentration: <i>Politics / Economics</i>
<b>LANGUAGES</b>	<ul style="list-style-type: none"><li>• Fluent Polish</li><li>• Basic German</li></ul>
<b>EXPERIENCE</b> 1/10 – 2/10	<b>OFFICE OF GOVERNOR CHRISTOPHER CHRISTIE</b> , Trenton, NJ <i>Legislative Liaison</i> <ul style="list-style-type: none"><li>• Served as the liaison between the Governor's Office and the NJ State Senate</li><li>• Developed an issues matrix for each member of the NJ State Senate</li><li>• Worked with the Deputy Chief of Staff to implement an outreach program to the NJ State Senate</li></ul>
2/08 – 1/10	<b>ASSEMBLY MINORITY OFFICE / ASSEMBLY REPUBLICAN VICTORY '09</b> , Trenton, NJ <i>Assistant Director of Intergovernmental Affairs</i> <ul style="list-style-type: none"><li>• Served as the liaison between 9 district offices and the Assembly Minority Office</li><li>• Drafted and implemented targeted district plans for 9 district offices</li><li>• Assisted in the creation of direct mail targeting nearly 10,000 unregistered voters</li><li>• Assisted in the creation of a user-friendly constituent database</li><li>• Managed field operations for Assembly Republican Victory '09 targeting 6 Assembly districts statewide</li><li>• Developed a voter identification program during the 2008 cycle in targeted Assembly GOP districts</li><li>• Organized town hall meetings in targeted Assembly GOP districts</li></ul>
2/07 – 2/08	<b>RUDY GIULIANI PRESIDENTIAL COMMITTEE, INC.</b> , New York, NY <i>Deputy National Field Director</i> <ul style="list-style-type: none"><li>• Analyzed the national weekly &amp; daily grassroots activity for more than 10 states during the 2008 cycle</li><li>• Drafted a national weekly &amp; daily grassroots report based upon the grassroots activity for more than 10 states during the 2008 cycle</li><li>• Created a county-by-county grassroots tracking system for monitoring activity in more than 10 states during the 2008 cycle</li><li>• Worked directly with the National Field Director and the Deputy National Political Director in overseeing the implementation of the national field organization across 10 states during the 2008 cycle</li><li>• Assisted and managed the Regional Political Coordinators</li><li>• Assisted in the daily operations of the Giuliani Political Department</li><li>• Assisted in the implementation of the field organization in New Hampshire &amp; Florida</li></ul>
1/06 – 2/07	<b>REPUBLICAN NATIONAL COMMITTEE</b> , Washington, DC <i>72-Hour Department Coordinator</i>

- Analyzed the national weekly & daily grassroots activity for more than 30 states and 40 Congressional Districts during the 2006 mid-term elections
- Analyzed the monthly voter registration activity for more than 30 states and 35 Congressional Districts
- Drafted a national weekly & daily grassroots report based upon the grassroots activity for more than 30 states and 40 Congressional Districts during the 2006 mid-term elections
- Created a county-by-county grassroots tracking system for monitoring activity in more than 30 states and 40 Congressional Districts during the 2006 mid-term elections
- Worked directly with the National 72-Hour Director and the National Absentee Ballot Director in overseeing the implementation of the national 72-Hour Program across 30 states and 40 Congressional Districts during the 2006 mid-term elections
- Completed the RNC Field School in Denver, CO (March, 2006)

**NEW JERSEY REPUBLICAN STATE COMMITTEE, Trenton, NJ**

8/05 – 12/05

*Absentee Ballot Director*

- Directed the Republican Absentee Ballot Program in NJ
- Managed 9 Deputy Field Managers throughout NJ in the implementation of the RNC/NJGOP Absentee Ballot Program
- Worked directly with the RNC National Absentee Ballot Director and the NJGOP Political Director in implementing the RNC/NJGOP Absentee Ballot Program
- Assisted in the management of the Morris County, NJ GOTV/72-Hour Program during the final week of the 2005 election cycle

**A. GARY SHILLING & COMPANY, Springfield, NJ**

3/05 – 8/05

*Research Analyst*

- Analyzed statistical data involving various presentations to clients throughout the United States
- Assisted in the organization of the monthly publication, *Insight*
- Monitored and researched various stocks and bonds
- Maintained the operation of the office computer system and network

**ACCRA/CENTER FOR REGIONAL ECONOMIC COMPETITIVENESS**

5/03 – 12/04

Washington, DC

*Research/Statistical Analyst*

- Analyzed statistical data involving the ACCRA Cost of Living Index
- Analyzed and interpreted ACCRA's salary surveys
- Researched new ways of improving and modifying ACCRA's Cost of Living Index
- Attended ACCRA's *Foundations of Regional Economic Analysis* in Dallas, TX (classes included "Introduction to Data for Economic Development Practitioners, Basics of Understanding Your Region, Analyzing Regional Economic Linkages")
- Assisted in the organization of Roanoke, VA Economic Development Data Analysis using IMPLAN
- Developed ACCRA's State Business Incentive Database (Can be accessed at [www.accra.org](http://www.accra.org) under ACCRA State Incentive Database)
- Developed local/state planning projects dealing with economic development

**COMPUTER SKILLS**

- Proficient with MS Windows • Microsoft Excel • Microsoft Word • Microsoft PowerPoint • Lotus Notes 4.6.1d • Microsoft Access
- Microsoft Publisher • Semi-proficient in Java • Semi-proficient in SPSS / SAS • Westlaw • Act! • IMPLAN

## Curriculum Vitae

### **I. EDUCATION:**

1. *Seton Hall University*, B.A. 1994  
Major: Political Science  
Minor: Communications & Psychology
2. *Oklahoma City University School of Law*, J.D. 1997

### **II. ADMISSION TO BAR:**

1. State of New Jersey, 1997
2. District Court of New Jersey, 1997
3. United States Supreme Court, 2003

### **III. PROFESSIONAL ASSOCIATION:**

1. **Segreto & Segreto**, Haledon, NJ (6 attorneys)  
5/1995-12/1997 Law clerk  
12/1997-8/2000 Associate attorney
2. **Segreto Law Offices**, North Haledon, NJ (2-3 attorneys)  
8/2000- 6/2007 Partner with James V. Segreto, Esq.
3. **Scarinci & Hollenbeck, LLC**, Lyndhurst, NJ (50+ attorneys)  
6/2007- Senior Associate

### **IV. PUBLICATIONS AND LECTURES:**

#### **a) Publications: (available on request)**

1. Redactions! Redactions! Open Public Records Anguish; (Quill)
2. A Lifejacket in the Sea of Post-Election Politics; (Quill)
3. No Good Deed Goes Unpunished - A 2547; (Quill)
4. Another Step in the Local Contract Process; (Quill)
5. More Than Minutes - Rights of the Public to Record Public Meetings; (Quill)
6. Municipalities May Not Exclude Clerks from Meetings; (Quill & NJLOM)
7. Planning When the Sun Will Shine at Public Meetings; (Quill)
8. Terrorists Need Not Request; (Quill)
9. Non-tenured Clerks must be Formally Reappointed to Attain Tenure; (Quill)
10. Where does the Municipal Clerk reside; (Quill)
11. Ethics in Local Government; (Quill)
12. January 1, 2006; The Day New Jersey Became "Pay No Play"; (Quill)
13. An Enhanced Strategy of defense in Frivolous OPRA litigation (Quill)
14. The Clerk, the Whole Clerk and nothing but the Clerk (Quill)
15. Guess who's coming to Dinner? S1219's Journey from Trenton to Your Hometown (Quill)

16. Pay to Play Revisited (Quill)
17. Polling Place Hours: Human Factor Considerations (Quill)
18. Back to the Tax Rolls: Notice Requirements for an Auction of Real Estate Acquired in Foreclosure (Quill)
19. Rice Notices: Who gets them (Quill)
20. Term Appointments: Words Have Meaning (Quill)
21. I Abstain: Circumstances and Effects of Abstentions at Public Meetings (Quill)
22. The Unique Nature of Municipal Land Use Ordinances
23. The Difference Between an OPRA Request and Discovery in Litigation (Quill)
24. DARM Retention Schedules in Your OPRA Toolbox (Quill)

**b) Lectures:**

Lecture: OPRA panel w/ Paul Dice of GRC re: Redactions (MCANJ 2003 Spring Conf.)

Lecture: The Three Hour Tour of Ethics (3 credits Approved by NJDCA, LGS, 2006)

Lecture: Open Public Meetings Act: (2 credits Approved by NJDCA, LGS, 2006)

Lecture: Open Public Meetings Act: Monmouth County Elected Officials (3-2009)

**V. LOCAL GOVERNMENT/MUNICIPAL CORPORATION EXPERIENCE:**

I have participated in and directly handled matters for and on behalf of the municipalities:

1997-2007	Borough of North Haledon
1998-2005	Borough of Haledon
1997-2003	Township of Little Falls
2007-2010	City of Passaic and ABC Board
2007-2010	City of Union City and construction litigation
2008-2010	Borough of Mount Arlington
2008-2009	Township of Wayne
2007-2009	Township of Livingston
2007-2009	Township of Howell
2009-2010	Township of Wall
2009-2010	Borough of Sea Bright
2009-2010	Township of Montague
2009	Borough of Ringwood
2009	Sussex County Municipal Utilities Authority
2007-2010	Multiple Boards of Education
2007-2009	Municipal Insurance Funds

- Open Public Records Act
- Open Public Meetings Act
- Information/electronic document policies
- Preparation and or review of ordinances and resolutions
- Municipal Land Use and Zoning Ordinances
- Constitutional/statutory implications of Ordinances
- Preparation of Developer Agreements
- Local Public Contract Law Bids and Specifications,
- Myriad matters involving public entities and its officers and employees,
- COAH (affordable housing) issues
- Interlocal service agreements and contracts
- Property rights regarding public land
- Preparation of contracts for sale/leases of municipally owned properties

- Review constitutionality ordinances involving religious use
- Review constitutionality ordinances involving free speech implications
- NJ tort claims act
- Municipal Land Use Master Plan compliance
- Legal opinions and on local government employees and officers
- Ethics law opinions/ involving Local Government Ethics Law
- Pay to play implications of public contracts
- Liquor license application review process
- Tax appeals involving industrial/commercial and residential properties
- Municipal Court appeals
- Collective bargaining agreements
- Preparation of Joint Court/ Shared Court service agreement.
- Uniform Construction Code and subcodes

**VI. PRIVATE CORPORATE EXPERIENCE: (*general counsel*)**

I have represented many corporations in connection with transactions and or litigation however in the role of general counsel I have represented the following corporate boards:

1998-2007      **Reise Corporation** and its subsidiary corporate entities  
*(non-profit housing authority of Diocese of Paterson)*

- Landlord Tenant matters
- HUD section 8 & NJ Housing
- Corporate compliance

2003 - 2008:      **Municipal Clerks Association of New Jersey Inc.,**  
*(an affiliate of the New Jersey League of Municipalities)*

- Restoration of corporate charter and amendments thereto
- Bylaw and constitution revisions
- Preparation of corporate resolutions,
- Establishment of necessary corporate policies including, but not limited to
  - Non-discrimination policy; and
  - Fiscal control policies
- Approval of 26 U.S.C. 501(c)(3) application as a Tax Free institution
- Legislative tracking services
- Analysis of pending bills in the legislature

2006 - Present:      **Passaic County Regular Republican Organization, Inc.**  
*Assistant Counsel*

- Preparation of certificates of incorporation and amendments
- Corporate governance and bylaw interpretation and amendments
- ELEC research and compliance
- Election Law litigation including defamation
- Pay to play compliance/ implications for political donors

## **VII AREAS OF PRACTICE:**

I have handled multiple matters in Passaic, Bergen, Essex, Hudson, Monmouth, Sussex, Ocean, Middlesex, Union and Morris counties and in various courts and boards involving:

### **A) CIVIL LITIGATION**

Complete package of experience including, but not limited to initial pleading, documentary discovery, motion practice, fact and expert depositions and trial. (samples available upon request.)

- Civil Rights Litigation on behalf of plaintiffs and defendants
- Defamation (slander & libel)
- Contract actions for breaches, specific performance and damages
- Title 59 tort claims against public entities and defense
- Personal Injuries involving automobile accidents and defense
- Wrongful death and survivorship actions
- Premises liability
- Public and private employment matters and defense
- Discrimination and whistleblower/CEPA litigation and defense
- Commercial and residential real estate disputes
- Landlord/tenant disputes, evictions/removals and security deposit actions
- Appellate practice
- Consumer fraud act litigation
- Orders to show cause/ temporary restraining orders
- Construction Board of appeal representation
- Defense of litigation complaints
- Government Records Council complaints

### **B) LAND USE AND ZONING /REAL PROPERTY**

- Appearing before local zoning and land use boards, agencies and officials
- Involvement in prerogative writ litigation
- Applications and objections to:
  - Bulk Variances
  - Use Variances
  - Subdivisions
  - Interpretation of Zoning ordinances
- Commercial and Residential Real Estate Closings
- Preparation of :
  - Leases & riders (residential, commercial and municipal)
  - Assignments, assumptions, transfers and terminations
- Estate disposition of Real Property
- Tax Appeals involving valuation, added and/or omitted assessments

### **C) FAMILY LAW/ESTATE PLANNING**

- Divorce, fault, no fault, contested and uncontested
- Property Settlement Agreements
- Qualified Domestic Relations Orders

- Pendente Lite motions preserving assets and establishing temporary alimony
- Valuations of property and businesses with forensic accountant/appraiser
- Challenges and defense to Property Settlement Agreements
- Termination of parental rights/DYFS
- Child custody/support- Sole/Joint Custody
- Awards of attorneys fees to dependent spouse
- Expedite uncontested divorces from complaint to judgment
- Domestic Violence TRO/FRO
- Preparation and negotiation of pre-marital agreements
- Preparation of:
  - Last wills & testaments
  - Trusts (both revocable and irrevocable)
  - Powers of Attorney
  - Living Wills/Advanced Directives for Healthcare
- Probate of Estates in and Administration of Intestacy Estates
- Administration ad Prosequendum litigation
- Administration challenges involving orders to show cause

**D) MUNICIPAL COURT PRACTICE:**

- Title 39 involving moving and non moving violations
- Neighbor disputes over nuisances and property
- Minor criminal violations
- Code enforcement matters
- Private prosecution matters

**E) COMMERCIAL TRANSACTIONS:**

- Business formation from tax identification through set up and license process
- Purchases and sales of businesses
- Filing of UCC-1 statements and other forms of security interests
- Preparation of promissory notes and mortgages
- Business registration certificates
- Home improvement contractor registration certification
- Certificates of formation of Limited Liability Companies
- Close working relationship with accountants advising as to tax implications

**VIII CIVIC ASSOCIATIONS:**

2000- 2009: Haledon Rotary Club, 2002-2003, president  
 2005- 2007: UNICO, North Haledon Chapter

# SHERIFF JERRY SPEZIALE

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## PROFESSIONAL PROFILE

Skilled and dedicated law enforcement leader, motivator and team builder with (27) years of experience at all levels, including (12) years at the command level.

- Top Secret Clearance - United States Department of Justice – 2009 – 2014
- Demonstrated ability of providing police and public safety services to a community with racial diversity, a variety of socioeconomic factors, heavily traveled roadways and dynamic economic development.
- Proactive, and tested law enforcement leader with a proven track record of inspiring excellence, leading by example, participative decision-making and accountability.
- Adept understanding of contemporary and innovative policing methods and technology.
- Highly focused and results-oriented leader capable of identifying goals, priorities and conflict issues at the early stages.

## PROFESSIONAL EXPERIENCE

PASSAIC COUNTY SHERIFF'S OFFICE - WAYNE, NEW JERSEY

County Sheriff

2002 to Present

Detective Bureau Commander (Narcotics)

1997 to 1999

- *Reduced (76) million dollar operating budget by (11) million dollars through consolidation of payroll, personnel and purchasing divisions, instituted zero based budgeting, stringent purchasing, innovative schedules, overtime monitoring and cost effective initiatives.*
- *28% Overall Crime Reduction – 60% Jail Incarceration Decline*
- (650) Sworn, (50) Reserve, (100) Support Staff, (150) Community Volunteers.
- Provide primary, support and specialized law enforcement, detention and court security services for a county with a population of approximately 490,000.
- Chief Constitutional Law Enforcement Officer – County Police Headquarters, County Jail, Justice Complex, Crime Lab, E-911 Communications Center, Satellite Offices and Fleet Services with fully operational mechanic and body shop.
- County Police Patrol, Hazmat (Fire Apparatus), Bomb – Explosive Ordinance, Emergency Medical Services (EMS), SWAT, Detectives, Computer Crime, Mounted Patrol, Street Crime, Gang, Fugitive Warrant, Internal Affairs, Community Policing, Cycle-Traffic, Reserve Deputy, Water Resource Protection, Marine Patrol, Communications, Narcotics, School Resource, Civil Process, Canine (K-9), Crime Stoppers, Scuba, Intelligence, Crime Scene, Search and Rescue (SAR). Scuba.
- Technological Advancements – Text for Tips, Mobile Vision, Reverse 911, Mobile Vision Surveillance Towers, Mobile Data Terminals, License Plate Recognition Systems, 800 MHZ Radio System, Computerized Evidence Tracking, Police Central Integrated Law Enforcement Computerization, POSS Scheduling and Employee Tracking Software.

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**BERGEN COUNTY SHERIFF'S OFFICE – HACKENSACK, NEW JERSEY**

**Chief of Department**

**2000 to 2002**

- Chief Uniformed Law Enforcement Officer.
- (500) Sworn, (50) Reserve, (100) Support Staff.
- Provide support and specialized law enforcement, detention and court security services for a county with a population of approximately 850,000.
- Management of County Jail, Justice Complex, and Crime Lab.
- Department Divisions – Special Services, Transportation, Crime Scene, Fugitive Warrant, Internal Affairs, Detective, Civil Process and Canine (K-9).

**BOROUGH OF NEW HOPE POLICE DEPARTMENT – NEW HOPE, PENNSYLVANIA 1999 to 2000**

**Chief of Police**

- *Chief of Police transitionally while the municipal government litigated the removal of the prior Chief of Police for misconduct in office.*
- Chief of Police – Municipal Law Enforcement Officer.
- (15) Sworn Police Officers, (5) Administrative and Parking Enforcement Personnel.
- Full service municipal police agency providing service to community of 5,000 residents.
- Brought forth stability, instituted organizational goals, structure, positive change, team concept and accountability.
- Instituted an automated electronic parking violations system, which linked (3) states through computerization increasing revenues.
- Seasonal summer population of 25,000.

**NEW YORK CITY POLICE DEPARTMENT – NEW YORK, NEW YORK 1982 to 1997**

**Detective 1<sup>st</sup> Grade – Detective 2<sup>nd</sup> Grade – Detective 3<sup>rd</sup> Grade – Police Officer**

- Uniformed Patrol Assignments – Patrol Bureau Bronx and Brooklyn North and Traffic Division.
- Detective Bureau Assignments – Auto Investigation Squad, Organized Crime Control Bureau, Street Enforcement Unit and Federal Drug Enforcement Task Force.
- Planned, managed and coordinated multi-jurisdictional wiretap investigations nationwide.
- Infiltrated, identified, dismantled and disrupted major drug trafficking networks.
- Provided sworn testimony in a variety state, federal and international forums.

**US DEPARTMENT OF JUSTICE – WASHINGTON, D.C.**

**1997 to Present**

**NORTHROP GRUMMAN**

**Subject Matter Expert**

- Subject Matter Expert providing training for FBI-DEA-DHS, state and local law enforcement on telephone and communication device exploitation.
- Nationally recognized expert in the field of telephone-computer exploitation, eavesdropping, narcotics trafficking and homeland security.

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## EDUCATION

- FAIRLEIGH DICKINSON UNIVERSITY, TEANECK, NEW JERSEY 2010  
• **MAS Master of Administrative Science (Honors 3.89 GPA)**
- YESHUA UNIVERSITY AND THEOLOGICAL COLLEGE – ANAHEIM, CALIFORNIA 2009  
• **Honorary Doctorate of Christian Leadership**
- CALDWELL COLLEGE, CALDWELL, NEW JERSEY 2008  
• **Bachelor of Arts – Criminal Justice (Cum Laude)**
- HARVARD UNIVERSITY, CAMBRIDGE, MASSACHUSETTS 2007  
• **Kennedy School of Government - State and Local Government**
- UNIVERSITY OF LOUISVILLE, LOUISVILLE, KENTUCKY 2003  
• **Southern Police Institute - Command Officers Academy**
- FEDERAL BUREAU OF INVESTIGATION, QUANTICO, VIRGINIA 2005  
• **Law Enforcement Executive Development School**
- TEMPLE UNIVERSITY, PHILADELPHIA, PENNSYLVANIA 1999  
• **Police Officer Certification (Act-120)**
- PASSAIC COUNTY POLICE ACADEMY, WAYNE, NEW JERSEY 1997  
• **Police Officer Certification (PCT-98-15)**  
• **Motor Officer Certification (PTC-97-1)**  
• **Incident Command System (ICS-400)**
- NEW YORK CITY POLICE ACADEMY, NEW YORK, NEW YORK 1983  
• **Police Officer Certification (83-51)**  
• **Auto Crime Investigator Certification**  
• **Criminal Investigator – Detective Certification**

## AWARDS

- 2009 NJ State Assembly – Law Enforcement Leadership Award
- 2007 NJ State PBA – Law Enforcement Leader of the Year Award
- 2006 New Jersey Film Festival – Law Enforcement Leadership Award
- 2006 US Congressional Hearing – Homeland Security – Expert Witness
- 2003 US Congressional Hearing – Radio Inter-Operability – Expert Witness
- 2001 US Congressional Hearing – Financial Crimes – Expert Witness
- 1998 US Drug Enforcement Administration – DEA Administrator’s Award
- 1997 NJ Narcotic Enforcement Officer’s Association – Drug Unit Commander
- 1995 US Drug Enforcement Administration – DEA Administrator’s Award
- 1994 US Drug Enforcement Administration – Special Achievement Award
- 1993 US Drug Enforcement Administration – Special Achievement Award
- 1993 United States Department of Justice - Attorney General’s Letter of Commendation
- 1993 New York City Special Narcotics Prosecutor Award
- 1992 NYPD Organized Crime Control Bureau – Excellence Award
- 1992 NYPD Internal Affairs Bureau – Integrity Commendation
- 1984 NYPD Internal Affairs Bureau – Integrity Commendation

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## Department Recognition

- Medal of Honor – NYPD Michael John Buczek Foundation (1996)
- Medal of Honorable Mention – NYPD (1986)
- (10) Medal of Commendation – NYPD (1983 – 1996)
- (6) Medal of Meritorious Police Duty – NYPD (1983 – 1996)
- (5) Medal of Excellent Police Duty – NYPD (1983 – 1996)

## Associations

- Saint Joseph's Regional Hospital Medical Center Foundation – Board Member
- National Sheriff's Association
- New Jersey Sheriff's Association
- Southern Police Institute SPI (Alumni)
- FBI Leeds Association (Alumni)
- International Association Chiefs of Police Association
- Passaic County Police Chief's Association
- New Jersey Narcotics Enforcement Association
- Passaic County 200 Club – Trustee
- Passaic County Court Appointed Special Advocate (CASA) – Board Member
- Sheriff Jerry Speziale Community Outreach Foundation (501-C3) – Founder

## References

Honorable Bruno Mongiardo  
Superior Court Judge  
Passaic County Superior Court  
77 Hamilton Street  
Paterson, New Jersey 07501  
(973) 881-4896

Edward Beach  
New York State Director  
National Drug Intelligence Center  
Johnstown, Pennsylvania  
(845) 565-6137

Honorable Anthony Bergamo  
Chairman  
Federal Law Enforcement Foundation  
Park Ave  
New York, New York 10013  
(212) 527-8650

Derrick Maltz  
Special Agent In Charge  
Special Operations Division  
Washington, D.C.  
(202) 438-1743  
Richard Fiano

James Mc Mahon  
Executive Director  
Inter Assoc Chiefs of Police  
Alexandria, VA 20002  
(703) 541-7000

Northrop Grumman  
Vice President Global Operations  
4805 Stonecroft Drive  
Chantilly, VA  
(703) 505-2468

## MATTHEW S. SPRUNG

### PROFESSIONAL EXPERIENCE

#### K. Hovnanian Homes

June 04 - September 09

##### *Land Acquisitions, Director*

- Successfully sourced and negotiated multiple acquisitions, joint ventures, & structured lot financing in excess of \$400MM consisting of over 1000 homes in a period of eighteen months in the north central area of New Jersey
- Identified redevelopment opportunities and successfully led a team of consultants in presenting concepts to municipalities that led to the creation of "redevelopment areas"
- Coordinated the efforts of planning, engineering and legal team
- Presented development and redevelopment opportunities before municipal boards and state boards in attempts to gain entitlements and/or board support.
- Created territory acquisition plan which identified potential development opportunities based on preferred product type and demographic studies
- Co-created a company sponsored redevelopment forum for municipal officials which led to an increased dialog between the company and municipalities interested in redevelopment
- Identified information gap and formed internal real estate company which gave the land acquisition group access to MLS data
- Prepared and presented before outside real estate brokerage firms "theme" presentations on existing communities in assisting KHOF sales agents

#### Kushnet Companies

January 2001 - June 2004

##### *Land Entitlement, Director*

- Assessed project feasibility in light of regulatory and environmental risks
- Successfully led team of professionals in the entitlement process that ultimately led to the approval of over 1,000 homes and several hundred thousand square feet of retail
- Testified before planning boards and planning board committees
- Worked successfully with JV partners in the obtaining of governmental approvals on large scale commercial venture

#### Millennium Homes

January 1993 - January 2001

##### *Land Acquisition, Vice President*

- Sourced land in "grassroots" efforts that resulted in the purchase and development of over 500 homes
- Led a team of professionals to obtain DEP approval of an inter-basin transfer of sewage and a change to a service area significantly increasing the value company controlled asset
- Worked on a team that successfully evaluated pools of property from the RTC and individual banks that resulted in the purchase of over \$800,000,000 worth of real estate
- Evaluated properties based on status of entitlements, anticipate revenue based on market and absorption
- Spent 18 months in field supervising the installation of site improvements and home construction

#### Lockfern Associates

February 1987 - January 1993

##### *Land Acquisition, Development and Approvals, Brokerage*

- Obtained approval for 100 home town home community in Montville, NJ which was sold to large home builder
- Obtained approval for mixed-use neo-traditional community in Berkeley Heights, NJ which included major shopping center addition, 65 apartments and land swap with the municipality
- Acted in capacity of owners representative in construction of a shopping center
- Obtained one of the state's first Individual Permits for a mixed-use community obtaining access to a wetlands mitigation bank
- Acquired a change in FEMA flood map to finalize approval process for mixed-use center

**Miscellaneous Real Estate Companies**  
Real Estate Brokerage, Homes & Land

June 1983 – February 1987

**GOVERNMENTAL/CIVIC**

- New Jersey Housing Commission – 2009 – Present
  - Commissioner
  
- Morris County Planning Board – 1997 – 2009 (Vice-Chairman 2002 – 2009)
  - Morris County Open Space Committee – 1998 – 2002 (Chair 2002)
  - GIS, Capital Improvement Program Committee, Chair
  - Environmental & Watershed Committee, Chair
  - Long Range Planning Committee, Member
  - Site Plan Review Committee, Member
  - Lake Musconetcong Regional Planning Board, Liaison
  - New Jersey State Development and Redevelopment Cross Acceptance Negotiating Committee
    - 1997 – Member
    - 2002 – Chairman
  - NJDEP Watershed Management Program, WMA #6, Planning Board Representative
  - Regional Highlands Task Force, Planning Board Representative
  
- New Jersey Builders Association
  - Highlands Committee, Chairman (2002 – 04 & 2006 – 2007)
    - USDA New York – New Jersey Highlands Regional Study: 2002 Update, Work Group Member
    - United States Congressman Benjamin Gilman (New York) Task Force on the Highlands, Work Group Member
  - Land Use and Planning Committee, Member
  - BPAC – Trustee
  
- Downtown New Jersey, Trustee
  
- Morris Township, Trustee
  
- Randolph Township Environmental Commission, Member

**EDUCATION**

**RUTGERS UNIVERSITY, EJ BLOUSTEIN SCHOOL OF PLANNING AND PUBLIC POLICY**  
Anticipated Graduation, May, 2010 Master of City and Regional Planning  
Current GPA: 3.85

**LONG ISLAND UNIVERSITY**  
BS Biology, Oct 1982

**TECHNICAL SKILLS**

Experienced in Office Suite (Excel & Word)  
Familiar with CAD, InDesign, Illustrator, Photoshop & Google Sketch-up

*References and details rendered upon request*

## Rick Vander Wende

### Summary

Veteran sales and operations executive with expertise in change management, budgeting and communications. Respected manager, dedicated coach and team builder, adept negotiator, and goal oriented, with a record of innovative programs to promote efficiency and best practices. Motivational speaker, trained media spokesperson accomplished project leader and well tested working under pressure.

### Expertise

Operations management	Project ownership	Goal setting and measurement
Sales development	Process improvement	Team building and leadership

### Business Experience

**Jan 98 to Apr 09** Tiffany and Company, New York, NY, and Parsippany, NJ

*Jan 00 to Apr 09* Director of Customer Service (Parsippany)

Led and expanded company-wide business in hand engraving and technical services, including direct supervision of staff of 55 managers, customer service representatives, and technicians. Trained retail staff in providing value-added service.

- To grow hand engraving business, instituted technical cross training and apprentice programs and conducted sales training and in-store events at all retail locations. *Results:* Production increased 40%, to 103,000 annual units; supply of skilled craftsmen assured; staff flexibility and efficiency enhanced; company became the industry authority in the hand engraving art.
- To ensure orderly transfer of engraving and customization operations from New York to New Jersey, conducted a thorough process-flow analysis, designed the department layout, defined project cost savings, and coordinated the movement of staff and processes. *Result:* Successful transition with no loss in throughput.

*Jan 98 to Jan 00* Director of Sales (New York)

Led regional managers and staff in the U.S., Canada, and Caribbean in profit plan for jewelry, watches, china, crystal, and sterling flatware to fine independent jewelers and tabletop stores. Reported to VP, Trade Division.

- To grow profits and maintain levels going forward, visited key accounts with subordinates to close orders and negotiate product assortment plan, and cooperative advertising. *Result:* \$13MM and \$15MM annual plans exceeded by 3% and 5%, respectively.
- To expand the Canadian market, developed marketing plan, visited retail locations and corporate buying offices to train, promote and build relationships. *Results:* Exceeded plan by 11%; landed the division's single largest customer with a \$3MM wholesale order in the first year; won the coveted America's Achievement Award, presented by Tiffany's President.

**Apr 96 to Jan 98** **Mottahedeh and Company, Inc., New York, NY**, a marketer of reproductions of hard porcelain, crystal, brass, silver plate, stoneware, faience and lithographs for leading museums, historical institutions, and the diplomatic corps.

*Director of Sales and Marketing*

Led company-wide sales and marketing for museum reproductions and accessories.

- To build sales, negotiated expansion of licensing agreements and conducted customer seminars and media events at major museums with the late Mrs. Mottahedeh, an expert in antique porcelain. *Result:* Expanded agreements for manufacturing and distribution of reproductions with Metropolitan Museum of Art, Williamsburg, Winterthur, and other prestigious institutions.
- To improve production of underperforming independent sales reps, replaced rep organizations and instituted regional sales meetings to improve communications and provide product information. *Result:* Mottahedeh became a priority for reps with multiple product lines.
- To secure adequate product for sales goals, built relationships by personally visiting manufacturers in Portugal and England. *Result:* Increased and timelier deliveries.

**Apr 91 to Apr 96** **The Royal China and Porcelain Companies, Inc., New York, NY**

*Vice President, Sales*

Responsible for growing sales of Royal Worcester and Spode brands to major department stores, independent gift and tabletop stores, and mass merchandisers throughout the U.S. Managed ten independent sales rep organizations and company showrooms in New York and Chicago.

- To grow sales, created retail promotion budgets (gift with purchase, event agreements, etc.), and tailored outlet strategies (promotion and price point for mass sales channels, advertising and in-store events for specialty shops). *Result:* Exceeded all sales goals, which ranged from \$15 to \$25MM wholesale.

**Sep 87 to Apr 91** **Royal Brierley Crystal, Inc., Cedar Grove, NJ**, an England-based manufacturer of crystal, tabletop, and gifts

*Vice President and General Manager*

Created, launched, and managed the company's U.S. division. Established business, budget and profit plans. Reported to managing director in England.

- To quickly establish a robust U.S. presence, tapped into personal network and hired and negotiated commissions with independent sales reps across the country; visited key accounts of company's affiliate to obtain orders for Royal Brierley; and cold called into potential new accounts. *Results:* Within six to eight months, nationwide team of sales reps in place and key accounts established, including Marshall Fields and leading independent shops; commendation from board of directors on the quality of outlets and depth of sales representation.

**Mar 83 to Sep 87** The Royal China and Porcelain Companies, Inc., New York, NY

*Jan 85 to Sep 87* National Sales Manager

Managed Royal Worcester and Spode sales departments. Hired and supervised national sales force. Implemented sales policies and store promotions. Established sales office and warehouse and implemented operational policies.

*Mar 83 to Jan 85* Customer Service Manager

Established customer care policies and procedures. Created professional development program for union and non-union staff.

### **Volunteer and Community Service**

**Mayor of Borough of Waldwick, NJ, 2004 to 2007 and 1992 to 1999.** Encouraged fiscal stability and long-term budget planning, resulting in a higher credit rating with Moody's and reduced interest on capital project borrowing by tens of thousands of dollars. Negotiated with wireless companies to lease and sub-lease cell towers on municipal lands, providing an annual rental income over \$250,000, which financed the debt service for construction of a new library. Proposed wireless water meters for water utility customers increasing billing efficiency. A leader in establishing inter-local agreements for shared services.

Member of Waldwick Library Board of Trustees – NJLA Trustee of the Year, 2004

Former member, Waldwick Planning Board

Past President and Trustee of Waldwick Lions Club

Trustee with Creative Living Counseling Center – Development Committee

Volunteer with Habitat for Humanity and inter-religious fellowship for the homeless

Waldwick Sons of the American Legion

### **Education**

Centenary College, Hackettstown, New Jersey. Major in business, minor in communications  
Phi Theta Kappa

# Raymond A. Viggiano

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## EXPERIENCE

02/09-present

### Glacial Energy of New Jersey

Lafayette, NJ

#### *Business Development Manager*

- Maintaining and developing relationships through inside and outside sales for Glacial Energy, an energy servicing company specializing in the supply of deregulated electricity
- Creating a unique approach and strategy to each target market and researching each segment for proper needs, opportunities, and further education on the process of deregulation
- Arrange a consultation with potential customers on energy options, including "Glacial Green" program and other sources of energy
- Negotiating the terms of agreements and contracts, including but not limited to contract length, source of energy, and payment terms
- Recording price requests, sales and future developments to provide absolute organization of existing and potential customers
- Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals
- Provide customer care for existing customer that may have discrepancies in billing and other service related issues

03/08-01/09

### Kiely Equipment Co LLC

Long Branch, NJ

#### *North American Sales*

- Sales and rental throughout the United States and Canada for Wheelwash, an environmental power washing system imported from the United Kingdom
- Developed a dealer network to represent the Wheelwash products while creating Dealer presentations and Qualification Forms
- Analyzed interested parties company history, product lines, sales territory, and financial history to characterize market potential
- Established a competitive advantage by reviewing competitors and questioning their current customers
- Assessed North American market to develop and institute a marketing plan for a new to market product, including ad development, media advertising, and direct engagement with the marketers
- Controlled and monitored a budgeting plan with the estimation of advertising costs, travel, association memberships, and trade shows
- Maintained business accounting, expense reports, unit/part booking into internal DIS system

09/04-02/08

### Deutsche Bank

New York, NY

#### *Mortgage-Backed Securities Controller*

- Calculated the daily profits and losses for traders' Agency and Private Label securities. Produced upper management reports based on this data
- Analyzed, researched and resolved any trade breaks between the front office and the accounting systems
- Evaluated the holding of the treasuries, securities, hedges held within the book, and converse with the traders about the large movements in p&l
- Developed market trend reports to characterize future outlook based on rates of the day, positions held, and other significant daily market data
- Enhancing the reporting process and CALICO system to produce efficiency and continuity

06/02-09/04

### Bear Stearns & Co.

Brooklyn, NY

#### *Derivative Operations*

- Liaise between trading desk and product control to ensure proper trade capture of Indexing, Total Return, Credit Default, Vanilla, and Equity Swaps
- Analyze, research and resolve suspense breaks between trade capture and FO
- Assisted development and implementation of a web-based system designed to manage reconciliation reporting
- Converse with counterparties to reconcile interest on collateral accounts, creating manual spreadsheets when system is unable to handle
- Managed Collateral balances- view margin calls and collateral movements, provide the collateral department with any discrepancies

**EDUCATION****Fairfield University**

May 2002

Major: International Business Minor: Finance

GPA: 3.44

Thesis: Joint Venture or Hostile Takeover: The Daimler Chrysler Merger

Honors: Fairfield Alumni Scholarship (1998-2002), Dean's List (1998, 2001), Christopher Blake Love Award (1998-2002), Alpha Mu Gamma (Foreign Language Honor Society)

**Christian Brothers Academy**

May 1998

Lincroft, NJ - College Preparatory

**COMPUTER SKILLS**

Extensive experience using Microsoft Office products (Word, Excel, PowerPoint)

Proficient in Financial Systems

STS - Security Trade System

SAP - Deutsche Bank Ledger

ICI Impact - Deutsche Bank Sub Ledger

Calico - P/L Reporting System

Bloomberg - Reporting/Research System