

TOWN OF PORTSMOUTH, RHODE ISLAND



BOARDS/COMMISSIONS/COMMITTEES

RECEIVED
PORTSMOUTH, R.I.

APPLICATION

2019 DEC 18 P 3:55

DATE: 12-18-19

NEW APPOINTMENT: X

RE-APPOINTMENT: JENNIFER M. WEST
TOWN CLERK

BOARD/COMMISSION/COMMITTEE: Economic Development Committee

NAME: Nicholas A. Credle

ADDRESS: 459 Wapping Road Portsmouth, RI 02871

MAILING ADDRESS (if different): _____

TELEPHONE NUMBERS: HOME: 919-282-7496 WORK: 757-768-4044 CELL: _____

EMAIL ADDRESS: nicholas.credle@gmail.com

PRESENT EMPLOYER NAME & ADDRESS: Retired

LENGTH OF EMPLOYMENT: N/A

IF LESS THAN 2 YEARS, PREVIOUS EMPLOYER: N/A

EDUCATIONAL BACKGROUND: AAS-Management, BS-Engineering^{Mechanical}, MBA, MIS, MAHRM

WORK EXPERIENCE RELATED TO THE POSITION BEING APPLIED FOR:

Please see resume attached, Six sigma, SPC, project management, Knowledge management

IF RE-APPOINTMENT: PERCENTAGE OF MEETINGS ATTENDED DURING PREVIOUS TERM: _____

PROVIDE A BRIEF EXPLANATION OF YOUR INTEREST IN THIS POSITION:

I want to be actively engaged in the economic development of the people in Portsmouth, RI

SIGNATURE OF APPLICANT: [Signature]

MICHOLOS A. CREDLE

Portsmouth, Rhode Island |(919) 282-7496|Micholas.credle@gmail.com

OBJECTIVE

Senior Human Resource Professional | Program Manager | Lean Six Sigma Practitioner with a Secret Security Clearance and 18+ years of proven experience, 10+ in the United States Army. Accomplished measurable results while leading teams of up to 100+ in a dynamic, fast - paced environment. Possess a comprehensive background in Human Resources Management, Organizational Development, Project Management, Training, Risk Assessment and Employee Supervision derived from conducting domestic and global operations.

SUMMARY OF QUALIFICATIONS

Managed risk upon multiple lines to protect assets, property, and equipment valued over \$50M while meeting the expectations of senior leadership. Possess extensive knowledge in improving processes, counseling personnel, maintaining property accountability and leading teams towards long-term success. Recipient of multiple awards for outstanding performance and professionalism.

EDUCATION

Master of Art Human Resources Management (MAHRM) | Webster University | St Louis, MO

Master of Business Administration & Management (MBA) | North Carolina Central University | Durham, NC

Master of Science in Information Science (MIS) | North Carolina Central University | Durham, NC

Mechanical Engineering Major | North Carolina A&T State University | Greensboro, NC

PROFESSIONAL EXPERIENCE

United States Department of Defense – Various Locations

2009 – 2019

Project Manager | *West Point Military Reservation, NY*

Oversaw the planning, implementation, and tracking of specific short-term projects which had a beginning, an end and specified deliverables. Evaluated the outcomes of the projects as established during the planning phase.

- Created detailed work plans which identified and sequenced the activities needed to successfully complete the projects, managing project staff and/or volunteers according to the established policies and practices of the organization
- Established a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the projects, writing reports on the projects for management

Training & Development Manager | *West Point Military Reservation, NY*

Managed 81 personnel as their primary developer/ instructor at the United States Military Academy Preparatory School (USMAPS), West Point, New York. Inspired cadet candidates to develop effective leadership styles through role-modeling, counseling, teaching, and training.

- Assisted each cadet candidate in balancing and integrating the requirements of the physical, military, academic, and moral-ethical programs; trained and coached personnel to establish and sustain high unit standards and behavior essential to a cohesive company environment
- Contributed to progressing the organization's expertise by serving as a subject matter expert in the areas of training techniques, learning technology, and critical vulnerability assessments
- Collaborated with subject matter experts and modernized instructional delivery; enhancing the quality of training
- Managed worldwide assignments, mentorship, counseling, and career advice to recruits and maintained the highest quality military professionals

Senior Executive Assistant I | *Fort Bragg, NC*

Responsible for all of the organizations 530 personnel staff to include: manning the force, providing human resources services, coordination of personnel support, and conducting human resources planning and operations.

- Provided professional development, mentoring, and resources to ensure staff maintained high operating efficiency and accuracy
- Supported initiatives and vision of the organization; assessed gaps in staff training and provided development that increased proficiency

- Championed HR input into all phases of planning initiatives that increased the organization's operational readiness
- Reviewed personnel staff systems to ensure they are coordinated, synced and in accordance with established policies, command guidance, and regulations

Personnel Operations Officer | *Camp Arifjan, Kuwait*

Maintained the maintenance for all equipment assigned to the organization valued in excess of over \$4.4 million. Directed the Department of the Army Theater Rest and Recuperation Program project with a \$50M annual operating budget

- Assisted in executing strategic level and Theater-Army level planning and policies for more than 42K Service Members, DoD Civilians, and Contractors across 20 countries
- Planned and coordinated all logistical support, equipment inventory, operational readiness, and equipment deployment; managed the maintenance and operational readiness for all equipment

Senior Personnel and Operations Manager | *Fort Eustis, VA*

Senior Personnel and Operations Manager for the army's largest multi-functional sustainment Brigade distributed across two installations, consisting of over 4K Soldiers in seven battalions. Responsible for Personnel Readiness Management (PRM), Personnel Accountability (PA), Strength Reporting (SR), Personnel Information Management (PIM), and casualty operations for seven battalions and three battalions deployed.

- Responsible for day to day operations of assigned facility and staff; coordinating, planning and assuring that all company metrics and goals were met
- Coordinated with representatives of other organizations concerning sensitive and/or complex issues and their relationships to military requirements
- Oversaw the accountability of the organization's personnel through various HR systems and Personnel Readiness Reports
- Supervised proper safety practices were performed and strictly enforced safety policies provided by safety manager in order to prevent injuries in the work center

Executive Assistant | *Ft Eustis, VA*

Responsible for assisting the senior leaders in the management and day-to-day operations of a company consisting of 153 personnel. Oversaw career counseling and administrative duties while driving a positive culture to all personnel belonging to the organization; directed the daily workload, schedules and provided quality assurance for the work of personnel; coached, taught and mentored staff members to maximize efficiency within the organization.

- Provided sophisticated calendar management on the executive team while maintaining strict confidentiality and using high discretion; resulted in smooth transition engagements and productive days for team with zero conflicts
- Communicated effectively with outstanding interpersonal skills to and for staff; served as liaison for unit concerning requests or complaints
- Improved operational systems, processes, and policies in support of the organization's mission - specifically, management reporting, information flow and management, business process and planning

CERTIFICATIONS

Demonstrated Logistician | The International Society of Logistics & Army Logistics University | Fort Lee, VA

Master Black Belt: Six Sigma | International Six Sigma Institute | Zurich, Switzerland

Project Management Accredited Certification | International Organization for Project Management | Wollerau, Switzerland

Scrum Master Accredited Certification | International Scrum Institute | Wollerau, Switzerland

Green Belt: Six Sigma | Aveta Business Institute | Cranberry Township, PA