

To Whom It May Concern:

You have arrived at this document and the attached resume because you searched for something that was referenced in the resume.

If you find that something in the resume relates to a need or interest of yours or your organization, I may be of assistance.

I may be available for short to mid-term assignments based on my experience and ability relating to your requirements.

Inquiries, questions and comments may be directed to [resume@spyglasslane.com](mailto:resume@spyglasslane.com).

Sincerely.

**PERSONAL SUMMARY:**

More than thirty five years in management and leadership positions, with proven expertise in conceptualization, analysis, system and operation start-up, productivity, problem solving and computer applications, quality control, and an unusual mixture of entrepreneurial, computer and Lesser Developed Country (LDC) experience.

**WORK HISTORY:**

Sequim Bay Company, Sequim, WA 2000-present  
*Co-owner*, Wood and paper craft production company and sequimbayco.com

Sequim Open Aire Market Board of Directors, Sequim, WA 2004-2007  
*President of Board of Directors, 2007*, Governing board for craft and produce fair. Non-profit entity encouraging small business creation and growth.

Optima Direct, Inc., McLean, VA 1992-1997  
*Senior Vice President, Director of Information Technologies and minority Partner*, Agency for all aspects of telemarketing in retail sales, membership, subscription renewal, get-out-the-vote, opinion research and advocacy.

G T Associates, Inc., Washington, DC 1988-1992  
*Principal*, Specialty Computer Services and Consulting

R&J Group, Inc., Washington, D.C. 1985-1988  
*Director of Computer Operations*, Communications, Opinion Research Polling, Financial Consulting

Quality Letters, Inc., Washington, DC 1984-1985  
*Consultant to the President*, Telemarketing Fulfillment and Computer Services

America Transportes Limitada, Bahia, Brasil 1982-1984  
*President and General Manager*, Intra-state Trucking

TAG Terraplenagem Limitada, Bahia, Brasil 1978-1984  
*President and General Manager*, Earthmoving Contractor

Fazenda Recreio Florestal, Bahia, Brasil 1975-1984  
*General Manager*, Cocoa Farming and preliminary processing

**MILITARY SERVICE:**

U.S. Army (1968-1973) Service included one year of combat infantry duty in Vietnam and three years as a training coordinator and personnel administrator at Fort Ord, CA. Promoted to Captain, April 1971

**EDUCATION:**

San Diego State University – 1974 B.A. in Political Science with emphases in International Relations and Latin American History. Graduated on Dean’s List.

Army Officer Candidate School – 1969 Fort Benning, Georgia; Graduated within top 10 of 240 as Student First Sergeant, Commissioned Second Lieutenant.

**LANGUAGES:**

Portuguese, spoken fluently, written functionally; Spanish, functional

**REFERENCES:**

References and supplemental information available upon request.

### **Sequim Bay Company**

- Production and sales of wood craft items. Designed and developed website for same.
- Successively held positions as board member, Vice President and President of Sequim Open Aire Market (80 members). Guided the size increase of the market by approximately 50 percent during term as President. Hosted, designed and developed website for S.O.A.M.
- Website hosting, design, development and consulting through SpyglassLane.com.

### **Optima Direct, Inc.**

- Created, developed and expanded the Information Technologies Department providing all computerized support to this telemarketing agency to include lead list selection, manipulation, preparation for electronic delivery to vendors, back-end processing of orders, creation and maintenance of do-not-call lists, back-end reporting of all those activities, computer network support for company.

### **G T Associates, Inc.**

- Formed company to provide specialized computer services, consulting and programming to include interface between personal computers and main-frames via 9-channel tape, database and statistical applications. Merged with major client July 1, 1992.

### **R&J Group, Inc.**

- Supervised all database, statistical, financial and word processing programs and all national and international telecommunications systems for Rosapepe, Powers and Spanos, Inc., Fingerhut Madison Communications, Inc., Fingerhut/Granados Opinion Research, Inc., Washington Financial Group, Inc., and Potomac Investment Company, Inc.
- Projects included design of poll instruments, processing of poll data, personalized mailings, campaign lists for contributors and geo- and issue-targeted communications, testimony for Congressional hearings, and prospectus materials for investors
- Responsible for evaluation, purchase and installation of all hardware and software used in the companies

### **Quality Letters, Inc.**

- Conducted comparative analysis of software programs to attain maximum productivity
- Created company-specific software utilization procedures to attain highest efficiency
- Wrote project-specific software programs

### **America Transportes, Ltda. (intra-state trucking)**

- Diversified local trucking industry for all-season operation by introducing new cargo types
- Developed warehousing plan for commodities distributor and directed distribution of merchandise to sixteen locations in a 12,000 square mile area
- Created comprehensive freight rate schedule for region
- Devised cooperative insurance plan for truck owners

### **TAG Terraplenagem, Ltda. (earthmoving)**

- Advised mayor on city expansion plans to overcome topographical challenges
- Designed housing type for use in area subject to seasonal flooding
- Constructed more than 100 miles of rural roads, accomplished extensive land clearing, urban excavation and landfill projects

### **Fazenda Recreio Florestal (cocoa farming)**

- Conceived and implemented programs for reduction of crop disease (black pod rot) adopted by state extension service (CEPLAC)
- Created and implemented standards and methods that increased production by 42 percent in one year and that was sustained or increased in subsequent years
- Conducted market studies and forecasting for direct and contract sales
- Introduced non-traditional technologies to regional farming operations

### **U.S. Army**

- As Assistant Adjutant, researched, drafted and wrote a pilot staffing guide for 700-man military training unit; the guide was adopted at all US Army Basic Training Centers
- As Training Officer, created and wrote complete lesson plans for an 87-hour block of training given to all Volunteer Army recruits
- Last Officer Efficiency Rating was 190 of possible 200. Average for period was 117.