

Summary

Highly adept emergency services and business professional skilled at remaining calm under pressure and quickly and adeptly responding to all emergency situations.

Highlights

- Cool and collected under pressure
- Skilled problem solver
- Business recovery and sustainability
- Effective time management
- Advanced computer proficiency
- Strategic planning

Experience

University of North Carolina at Charlotte July 2014 to Current
Research Assistant
Charlotte, NC
Assisted professor with research regarding the Affordable Care Act.

The Pope CPA Firm PA May 1994 to Current
President
Charlotte, NC
Managed professional staff.
Conducted audits including planning and risk assessment.
Reviewed all tax returns and financial statements for approval.
Maintained quality control document.
Prepared and maintained the design and implementation of backup data and processes.
Troubleshoot and resolved Internet connectivity and general software and hardware issues.

Monroe Fire Department December 2006 to January 2012
Firefighter
Monroe, NC
Maintained a state of readiness and alertness for all assignments. Operated and maintained emergency vehicles in a safe, efficient manner while obeying all traffic laws.
Served on strategic planning committee, professional development committee, and accreditation team.
Served as recruit class treasurer

Education

University of North Carolina at Charlotte 2014
Master of Public Administration: Emergency Management – Expected 5/2014
Charlotte, NC
Coursework in Public Administration, Emergency Management, and Geographic Information Systems

University of North Carolina at Charlotte 2011
Bachelor of Science Engineering Technology: Fire Safety
Charlotte, NC
Coursework in Fire Department Administration, Risk Management and Safety, and Command and Control of Major Disasters

Central Piedmont Community College 2008
Associate of Applied Science: Fire Protection Technology
Charlotte, NC
Coursework in Fire Prevention & Education, Fire Codes, Building Construction, Fire Protection Systems, Incident Command and Fire Service Management

University of North Carolina at Charlotte 1995
Bachelor of Science: Accounting
Charlotte, NC
Coursework in Accounting, Auditing, Business Law and Finance

Honors and Awards

Graduate Assistant Support Plan Scholarship Award, 2014
Pi Alpha Alpha Public Affairs and Administration Honor Society, 2014
Epsilon Pi Phi Emergency Management Honor Society, 2013
Susan M. Burgess Scholarship Award, University of North Carolina at Charlotte, 2013
Magna Cum Laude, University of North Carolina at Charlotte, 2011
Chancellor's List, University of North Carolina at Charlotte, 2011, 2010
International Association of Fire Chiefs Foundation Scholarship, 2010
North Carolina Association of Rescue & EMS 4-year Scholarship, 2010
Phi Theta Kappa International Honor Society, Central Piedmont Community College, 2008
Golden Key International Honor Society, University of North Carolina at Charlotte, 1992
Chancellor's List, University of North Carolina at Charlotte, 1991

Affiliations

American Institute of Certified Public Accountants
North Carolina Association of Certified Public Accountants
International Association of Emergency Managers
North Carolina Emergency Management Association
Natural Hazard Mitigation Association
Contingency Planning Association of the Carolinas, Inc.

Certifications and Licenses

North Carolina Certified Public Accountant
International Association of Emergency Managers Associate Emergency Manager
North Carolina Firefighter I & II – IFSAC #0934556
North Carolina Emergency Vehicle Driver
North Carolina Driver Operator – Aerials - IFSAC #1081328
North Carolina Driver Operator – Pumps – IFSAC #1310148
North Carolina General Instructor II – IFSAC #1202671
North Carolina Hazardous Materials Level I – IFSAC #0934581
North Carolina EMT-B - Expired

Training

EMI FEMA Professional Development Series:
IS - 139 - Exercise Design
IS - 230.b - Principles of Emergency Management
IS - 235.b - Emergency Planning
IS - 240 - Leadership & Influence
IS - 241 - Decision Making & Problem Solving
IS - 242 - Effective Communication
IS - 244 - Developing and Managing Volunteers
FEMA Training Courses:
FEMA IS – 5 – An Introduction to Hazardous Materials
FEMA IS – 100.b - Introduction to the Incident Command System, ICS-100
FEMA IS – 111.a – Livestock in Disasters
FEMA IS – 120.a – An Introduction to Exercises
FEMA IS – 130 – Exercise Evaluation and Improvement Planning
FEMA IS – 200.a - ICS for Single Resources and Initial Action Incidents, ICS-200
FEMA IS – 288 – Role of Voluntary Agencies in Emergency Mgmt
FEMA IS – 366 – Planning for Needs of Children in Disasters
FEMA IS – 403 - Introduction to Individual Assistance (IA)
FEMA IS – 454 - Fundamentals of Risk Management

FEMA IS – 520 – Introduction to Continuity of Operations Planning for Pandemic Influenzas
FEMA IS – 546.12 – Continuity of Operations Awareness
FEMA IS – 547.a – Introduction to Continuity of Operations
FEMA IS – 548 - Continuity of Operations (COOP) Manager
FEMA IS – 558 - Public Works and Disaster Recovery
FEMA IS – 632.a - Introduction to Debris Operations
FEMA IS – 634 - Introduction to FEMA's Public Assistance Program
FEMA IS – 700.a - National Incident Management System (NIMS), An Introduction
FEMA IS – 701 – NIMS Multi-Agency Coordination System
FEMA IS – 702 – NIMS Public Information Systems
FEMA IS – 775 – EOC Management and Operations
FEMA IS – 800.b - National Response Framework, An Introduction
FEMA IS – 805 – Emergency Support Function(ESF) #5 Emergency Management
FEMA IS – 814 - Emergency Support Function(ESF) #14
FEMA IS – 922 - Applications for GIS for Emergency Management
Other Training Courses:
NC Division of Emergency Management - Intermediate Incident Command, ICS-300
NFA STICO

Community Service

Volunteer Consultant, Greater Charlotte SPCA, 2011-Current
Volunteer Firefighter/EMT, Mint Hill VFD, 2005-2011