



October 2016

Note: double line boxes indicate multiple staff members and single line boxes generally indicate functional areas with one staff member assigned.

NEW MEXICO JUNIOR COLLEGE
JOB DESCRIPTION

TAACCCT GRANT DIRECTOR

PURPOSE OF CLASSIFICATION: Under the supervision of the Vice President – Training and Outreach, assist department in developing, enhancing, and maintaining new courses or programs in workforce training, while adhering to TAACCCT regulations and procedures.

DISTINGUISHING CHARACTERISTICS:

TYPICAL DUTIES:

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Individual positions may be assigned responsibility for other duties within the scope of this classification. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

- Direct the operations associated with funding derived from the TAACCCT grant from the US Department of Labor. Develop and implement activities as outlined in the approved grant Statement of Work (SOW) and associated documents. Coordinate the various classes and coursework planning within the program. Coordinate with external agencies and/or organizations on all matters pertaining to the program. Coaches, trains, and supervises assigned employees. Coordinate schedules, assign and review daily work activities of staff.
- Develop, implement, and maintain program budgets; create, prepare, and submit all grant applications/paperwork; monitor and maintain projects ensuring compliance with federal, state, and local requirements, ensure program activities (e.g. expenditures, classes, etc.) meet grant/contract requirements; analyze and facilitate collection of data; prepare special and recurring reports; regularly evaluate instructors, class, and program effectiveness.
- Develop and modify curriculum to meet the needs of students; establish classroom/computer labs, equipment, and software updates as needed; supervise preparation and submittal of all purchase requisitions, personnel requisitions, and other personnel/financial transactions; and conduct community needs assessments as needed.
- Represent the program at meetings, conferences and/or seminars; serve on various committees and as a member of professional associations; interact with administrators, faculty, staff, and external constituencies; communicate with instructors and students

obtaining feedback; make on-site visits; observe classroom and online instruction; and may participate or assist in student program registration.

- Perform other professional duties associated with the position.
- Participate in a process of continual personal and professional improvement.
- Serve on College committees as assigned.
- Participate, both as professional and a representative of New Mexico Junior College, in community affairs.
- Attend all College required meetings and abide by and support the NMJC Employee Handbook.
- Promote the mission and vision of the College.
- Nothing contained therein shall limit the President in assigning the employee to any of the various College activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of College and department policies and procedures.
- Skill in providing quality customer service.
- Skill in establishing and maintaining effective working relationships.
- Skill to operate a personal computer, related software, and standard office equipment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field and relevant teaching and/or industry experience.
- Degrees must be regionally accredited.
- Knowledge of grant funding and reporting procedures required.
- Excellent public speaking, supervisory, microcomputer and organizational skills are necessary.
- Knowledge to include, but are not limited to, the following: management practices and principles, program development and implementation, budget preparation, monitoring and administration, community referrals and services, and public relations/marketing practices and methods.
- Valid New Mexico or Texas driver's license required.

CAREER SUPPORT TECHNICIAN

PURPOSE OF CLASSIFICATION: Assist Director of the TAACCCT Grant and the subsequent programs designed. Advise and enroll students in said programs and support instructional development. Act as liaison for worker assisted programs and also for area business involvement.

DISTINGUISHING CHARACTERISTICS:

TYPICAL DUTIES:

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- Implement the career support concept to meet organizational standards and goals of TAACCCT Grant by ensuring grant goals for enrollment, referrals, or inquiries by targeting specific companies.
- Develop employer prospects and build prospect lists through cold calling, referrals, or inquiries by targeting specific companies.
- Provide outreach to community employers to develop employment opportunities for program participants.
- Develop awareness of all programs available through the TAACCCT grant with community employers, workforce board, employment agencies and potential participants, etc., by building and maintaining relationships forged from these contacts.
- Assess TAACCCT eligible student skill levels in reading, writing, and mathematics using various resources available including grant resources.
- Assist students with enrollment in programs as needed; ensure students are enrolled in appropriate credit or non-credit programs.
- Help to prepare students for job search efforts and connect them with related resources, ensuring placement goals are met or exceeded.
- Document, record, track, and report student progress and success and provide timely reports as specified in the TAACCCT grant.
- Work closely with other on-campus departments to ensure student success, retention and job placement of grant participants.

- Provide continuous career, personal, academic, and transfer advising to individuals and groups of program participants.
- Consult with college faculty and personnel in the areas of admission and records, academic coursework, participant assessments or other areas to advocate on behalf of the student.
- Research and gather articulation information on other colleges and prepares degree plans with transfer equivalencies for use by counselors and advisors in transfer counseling.
- Coordinate the comprehensive assessment and testing process for each program participant; ensure each program participant has the appropriate financial aid assistance, career and job information, job opportunity, career (vocational interest) testing, and assistance to the individuals with disabilities including contacts and referrals to the vocational rehabilitation services and other services provided by community agencies when deemed necessary.
- Develop and conduct workshops and training on a variety of topics such as stress management, study skills, and overcoming test anxiety; provide career preference testing and career information and guidance for program participants; develop training materials, train and assign faculty advisors, and coordinate the faculty advisement program.
- Participate, both as professional and a representative of New Mexico Junior College, in community affairs.
- Promote the mission and vision of the College.
- Nothing contained therein shall limit the President in assigning the employee to any of the various College activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of College and department policies and procedures.
- Skill in providing quality customer service.
- Skill in establishing and maintaining effective working relationships.

NEW MEXICO JUNIOR COLLEGE
JOB DESCRIPTION

FACILITATOR OF INSTRUMENTATION AND CONTROLS

PURPOSE OF CLASSIFICATION: Under the supervision of the Director of the TAACCCT Grant, design, implement, and instruct Instrumentation and Controls program. Equip, supervise, and maintain the Instrumentation and Controls laboratory. Facilitate all aspects of said program to ensure a positive learning experience.

DISTINGUISHING CHARACTERISTICS:

TYPICAL DUTIES:

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- Plan, prepare, and deliver instruction of assigned courses using a variety of teaching methods to facilitate student learning.
- Develop, update, revise and maintain all program curriculum and instructional materials
- Serve as student advisor, including academic advising and providing support to assist in the achievement of learning and career goals.
- Assist with student recruitment, registration, and job placement, including representing the College and/or program at on and off campus events and on-going networking with employers.
- Maintain open lines of communication with Grant Program Director and Career Support Technician to assist with job placements into business and industry.
- Assist with program budgeting, including managing program specific funds in the annual budget.
- Assist with recommending, purchasing, installing, and maintaining equipment, including purchasing materials, supplies, maintain inventory, and upgrading software.
- Handle all classroom/lab management, including maintaining accurate student attendance and grade reports, as well as maintaining a clean and organized environment with an emphasis on safety.
- Create industry and community partners.

- Assist with advisory board member recruitment and retention, attend advisory board meeting, and work with advisory board to develop validate, and regularly update program content and outcomes.
- Establish and maintain positive, professional, and collaborative relationships with internal and external partners, including co-workers, employers, area high schools, and professional organizations.
- Attend all required meetings.
- Seek opportunities to promote NMJC and the Instrumentation and Controls Program.
- Maintain professional/technical knowledge and skills by staying current with techniques, certifications, licensing, and instructional technology and delivery methods.
- Participate, both as professional and a representative of New Mexico Junior College, in community affairs.
- Attend all College required meetings and abide by and support the NMJC Employee Handbook.
- Promote the mission and vision of the College.
- Nothing contained therein shall limit the President in assigning the employee to any of the various College activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of College and department policies and procedures.
- Skill in providing quality customer service.
- Skill in establishing and maintaining effective working relationships.
- Skill to operate a personal computer, related software, and standard office equipment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field and relevant teaching and/or industry experience.
- Good public relations skills, ability to handle multi-task situations and ability to work in a fast-paced environment on a daily basis.
- Broad knowledge of Instrumentation and Controls, as well as industry training needs.

NEW MEXICO JUNIOR COLLEGE
JOB DESCRIPTION

Contract Instructor for Instrumentation and Controls

Under the supervision of the Facilitator of Instrumentation and Controls, the contract instructor will provide safe and knowledgeable instruction for courses in the Instrumentation and Controls modules. The instructor shall:

- Plan, prepare, and deliver instruction of assigned courses using a variety of teaching methods to facilitate student learning.
- Assist the Facilitator to develop, update, revise and maintain all program curriculum and instructional materials
- Serve as student advisor, including academic advising and providing support to assist in the achievement of learning and career goals.
- Assist with student recruitment.
- Assist with recommending and maintaining equipment.
- Handle classroom/lab management, including maintaining accurate student attendance and grade reports, as well as maintaining a clean and organized environment with an emphasis on safety.
- Maintain professional/technical knowledge and skills by staying current with techniques, certifications, licensing, and instructional technology and delivery methods.

This position is on a contract and on an as-needed basis.

TRANSPORTATION AND SAFETY COORDINATOR

Class Code: 5511

PURPOSE OF CLASSIFICATION: Under general supervision, directs all four commercial and transportation programs current programs and continues researching new programs and applications.

DISTINGUISHING CHARACTERISTICS:

TYPICAL DUTIES:

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Individual positions may be assigned responsibility for other duties within the scope of this classification. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

- Works with the public to answer questions and provide information relating to all transportation programs.
- Supervises all commercial driver's license (CDL) instructors and exams; assigns CDL forms to examiners; reviews completed test schedules and completed paperwork.
- Creates and maintains CDL examiner's files and testing sites; conducts site audits as required.
- Oversees all program classes; instructs classes as needed; prepares administrative paperwork; maintains processes and procedures manuals.
- Maintains verification records for all licenses, agreements, and certifications for all programs and instructors.
- Performs other duties as assigned or required.

Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local, State, and Federal transportation regulations.
- Knowledge of CDL requirements.
- Knowledge of College and department policies and procedures.
- Skill in providing quality customer service.
- Skill in establishing and maintaining effective working relationships.
- Ability to operate a personal computer, related software, and standard office equipment.
- Ability to maintain a valid CDL.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Four (4) years of experience in commercial transportation and programs; OR an equivalent combination of education, training, and experience.
- Must possess a valid New Mexico commercial driver's license class A or B.
- CDL examiner certification.
- Driver safety instructor certification.
- Driver education instructor certification.
- DWI school facilitator certification.

**NEW MEXICO JUNIOR COLLEGE
JOB DESCRIPTION**

CDL Training Instructor (1 and 2 week courses)

CDL Training Instructor will supervise, oversee and train students in the safe operation of commercial grade trucks and trailers. Provides basic instruction in the preparation of the state Commercial Driver's License written examination and maintains all related paperwork. Instructor will adhere to syllabi and timeline as appropriate for the one or two week course. The job responsibilities will be:

- Instructs students in general knowledge related to operation of a commercial grade truck and trailer.
- Instructs students in the air brake system of a commercial grade truck and trailer.
- Instructs students on safe driving maneuvers, practices, and techniques for operating 18 wheelers and other trucks; assists students in meeting/exceeding the requirements necessary to obtain a commercial driver's license.
- Maintains all required paperwork to include evaluations and other related paperwork associated with operating a commercial motor vehicle.
- Manages and verifies that all equipment is in safe working order in compliance with Federal and State Commercial Vehicle Regulations.
- Promotes the New Mexico Junior College CDL Training Programs; recruits potential students.
- Instructs CDL Prep class to assist potential students in obtaining Commercial Driver's License Learner Permit.
- Administers driving assessment to determine which CDL Training class would be most appropriate for the potential student.
- Knowledge of NMJC policies and procedures.
- Knowledge of various mechanical aspects of semi-trucks and trailers
- Knowledge of State and Federal regulations pertaining to Commercial Motor Vehicles.
- Knowledge of the six required maneuvers and other requirements to pass the CDL Skills Examination.
- Skilled in driving and maneuvering trucks and trailers.
- Skilled in repairing and maintaining trucks and trailers.
- Skilled in establishing and maintaining effective working relationships with other staff and students.
- Ability to safely complete all required maneuvers and driving skills required to obtain a CDL.
- Ability to determine when a student is capable of safely operating trucks on public roadways.
- Ability to effectively deliver material through classroom lecture and hands on training.
- Five (5) years of experience operating, maneuvering, and maintaining semi-trucks and related equipment OR equivalent combination of education, training, and experience.
- Must possess a valid New Mexico Class A CDL with all endorsements.

This position is on a contract and on an as-needed basis.

DIRECTOR OF OIL AND GAS TECHNOLOGY

Class Code: 5514

PURPOSE OF CLASSIFICATION: Under administrative direction, develops and coordinates the oil and gas training outreach program. Manages the curriculum, training ground, industry partners, and customer base to provide high quality training to both individuals and industry personnel to improve oilfield related job skills.

DISTINGUISHING CHARACTERISTICS:

TYPICAL DUTIES:

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Individual positions may be assigned responsibility for other duties within the scope of this classification. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

- Coordinates and develops the oil and gas curriculum.
- Develops and manages the oil and gas training facilities; oversees the location, purchasing, and installation of equipment.
- Recruits oil and gas companies to utilize and support New Mexico Junior College (NMJC) training programs; reaches out to industry partners and provides program information, expertise, and support; promotes the oil and gas technology program through the use of community and media involvement.
- Researches petroleum technology advances; reads various related publications; attends professional oil and gas industry functions.
- Provides internal training and consultation regarding the petroleum industry; instructs oil and gas outreach classes.
- Researches, identifies, and recruits potential students and instructors.
- Performs related duties as assigned or required.

Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of department and College policies and procedures.
- Knowledge of curriculum development.
- Knowledge and technical understanding of the oil and gas industry.
- Skill in managing equipment purchases within allotted budget.
- Skill in promoting, marketing, and recruiting for educational programs.
- Skill establishing and maintaining effective working relationships.
- Skill in project management and organization.
- Ability to research accurate information related to new developments within the oil and gas industry.
- Ability to proficiently operate a personal computer and related software and standard office equipment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Petroleum Engineering or related field.
- Five (5) years of the production and exploration facets of the oil industry; OR an equivalent combination of education, training, and experience.

NEW MEXICO JUNIOR COLLEGE
JOB DESCRIPTION

Lease Pumper Training Specialist

This position is part time. The trainer is required to be at the NMJC Oilfield Training Ground most afternoons during scheduled Lease Pumper Training Classes. The Training Specialist will provide safe supervision of the students as they learn the skills involved to operate the equipment on location.

The Lease Pumper Training Specialist shall meet or exceed the following criteria:

1. A minimum of ten years of experience as a Lease Pumper in the Permian Basin.
2. Experience operating oil, gas, and water disposal wells.
3. Experience operating various types of pumping and metering systems.
4. Experience operating and maintaining the different types of separation equipment associated with tank batteries.
5. Enthusiasm to share personal experience with others.
6. Excellent interpersonal communication skills.
7. Ability to instruct and evaluate hands-on skill training in a simulated field environment.
8. The ability to provide outdoor instruction in most weather conditions.
9. A thorough understanding of safe work practices.

This position is on a contract and on an as-needed basis.

NEW MEXICO JUNIOR COLLEGE
JOB DESCRIPTION

Contract Instructor for Excel for the Oilfield

Consultant will instruct this course designed for the beginner who wants to learn how to create basic formulas. Consultant will teach students how to:

- Navigate the Excel Environment
- Enter and Edit data
- Learn shortcuts for basic tasks

- Create Basic Formulas
- Learn to Work with Functions

- Insert rows and columns
- Move and Copy Data
- Use Fill Series

- Use the toolbars and menus to format cells
- Number and Text Alignment

- Understand the Page Setup options
- Create and Set Print Areas
- Learn to work with multiple sheets

This position is on a contract and on an as-needed basis.

NEW MEXICO JUNIOR COLLEGE
JOB DESCRIPTION

Contract Instructor for First Aid/CPR for the Oilfield

Consultant must be experienced in the delivery of **First Aid & CPR for the Oilfield**, a 4-hour course which focuses on CPR while covering the general aspects of Adult CPR and anatomy & physiology of the heart. The consultant will prepare curriculum using video training, lecture, and hands-on-training with adult manikins, specific to real-world scenarios that occur in the oilfield.

This position is on a contract and on an as-needed basis.

NEW MEXICO JUNIOR COLLEGE
JOB DESCRIPTION

Contract Instructor for Workplace Safety/OSHA10

The consultant/instructor must have completed the OSH511 and OSH501 trainings to be considered to offer this training.

The consultant/instructor shall deliver the course for general industry to provide students with an overview of the basic health and safety hazards present in the workplace and an overview of how the Occupational Safety and Health Administration (OSHA) operates.

The consultant/instructor will base the course on the OSHA 1910 standards addressing state-specific OSHA requirements, where applicable. The consultant/instructor shall design this course for workers in most factories and manufacturing operations, health care industries, transportation and warehousing, chemical plants, oil and gas production operations, and service industries.

This position is on a contract and on an as-needed basis.

NEW MEXICO JUNIOR COLLEGE
JOB DESCRIPTION

Soft Skills Training Specialist

This position is part time. The trainer is required to be at the NMJC Training and Outreach Building to provide classroom training on basic computer skills, resume writing, applications, and interviewing.

The Soft Skills Training Specialist shall meet or exceed the following criteria:

1. Minimum of ten years of experience working in a corporate business environment, or equivalent.
2. Demonstrates a high level of knowledge in basic computer operation including Microsoft Office.
3. Experience as a hiring manager.
4. Training to understand and follow legal requirements during job/candidate search.
5. Demonstrated success in interviewing for new positions either internal or external.
6. Enthusiasm to share personal experience with others.
7. Excellent interpersonal communication skills.
8. Ability to instruct and evaluate skills training in a simulated business environment.
9. Knowledge of social media applications and impact on hiring process.

This position is on a contract and on an as-needed basis.

FACILITATOR OF LINEMAN UTILITY TRAINING

PURPOSE OF CLASSIFICATION: Under the supervision of the Director of the TAACCCT Grant, design, implement, and instruct Lineman Utility Training program. Equip, supervise, and maintain the Lineman Utility laboratory and training ground. Facilitate all aspects of said program to ensure a positive learning experience.

DISTINGUISHING CHARACTERISTICS:

TYPICAL DUTIES:

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Individual positions may be assigned responsibility for other duties within the scope of this classification. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

- Plan, prepare, and deliver instruction of assigned courses using a variety of teaching methods to facilitate student learning.
- Develop, update, revise and maintain all program curriculum and instructional materials.
- Knowledgeable instruction in aspects of climbing school, including pole climbing, distribution, and hurt man rescue.
- Knowledgeable instruction in aspects of ground man skills, including vehicle inspections, knot tying, rope splicing, hands-on application of climbing and distribution contraction and maintenance, hot line tool identification, fiberglass tool care, and care, maintenance, and storage of equipment, tools, and gear.
- Educate and prepare students to succeed in the CAST exam.
- Serve as student advisor, providing support to assist in the achievement of learning and career goals.
- Assist with student recruitment, registration, and job placement, including representing the College and/or program at on and off campus events and on-going networking with employers.
- Maintain open lines of communication with Grant Program Director and Career Support Technician to assist with job placements into business and industry.
- Assist with program budgeting, including managing program specific funds in the annual budget.

- Assist with recommending, purchasing, installing, and maintaining equipment, including purchasing materials, supplies, maintain inventory, and upgrading software.
- Handle all classroom, lab, and training ground management, including maintaining accurate student attendance and grade reports, as well as maintaining a clean and organized environment with an emphasis on safety.
- Create industry and community partners.
- Establish and maintain positive, professional, and collaborative relationships with internal and external partners, including co-workers, employers, area high schools, and professional organizations.
- Attend all required meetings.
- Seek opportunities to promote NMJC and the Lineman Utility Training program.
- Maintain professional/technical knowledge and skills by staying current with techniques, certifications, licensing, and instructional technology and delivery methods.
- Participate, both as professional and a representative of New Mexico Junior College, in community affairs.
- Attend all College required meetings and abide by and support the NMJC Employee Handbook.
- Promote the mission and vision of the College.
- Nothing contained therein shall limit the President in assigning the employee to any of the various College activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of College and department policies and procedures.
- Skill in providing quality customer service.
- Skill in establishing and maintaining effective working relationships.
- Skill to operate a personal computer, related software, and standard office equipment.

MINIMUM QUALIFICATIONS:

- Fifteen years in related field and relevant teaching and/or industry experience.
- Good public relations skills, ability to handle multi-task situations and ability to work in a fast-paced environment on a daily basis.
- Broad knowledge of Linemen Utility training, as well as industry training needs.

Darla Cloud, CPA
PO Box 94686 Lubbock, Texas 79493
806-793-3301
darla@cloudtraining.com

EMPLOYMENT HISTORY

Computer Trainer/Owner **1996 –Current**
Cloud Training Services, Lubbock, TX

- Manage all aspects of training business, including accounting, marketing and product development.
- Teach Microsoft Office products including Word, Excel, PowerPoint, Outlook, Access, and Project. Also teach other software products such as Lotus Notes.
- Develop training program and curriculum (using Microsoft Word) for Texas Tech University Physical Plant, hospitals, state and federal agencies, banks and other private corporations. Also have written several procedures manuals for various companies.
- Assist Law firms when they convert from WordPerfect to Word.
- Partner with other developers to develop databases for various state agencies and other companies. Document the databases and trained end user.
- Work with state and federal agencies and private companies to develop spreadsheets and databases to analyze data. Also write macros to automate tasks.

Training Manager **1989-1996**
Computer Transition Services, Inc., Lubbock, TX

- Trained on DOS products such as WordPerfect and Lotus and migrated into Windows products such as Excel, Word, PowerPoint, Harvard Graphics, Paradox and older legacy software.
- Responsibility for registrations, monthly reporting and all aspects of running a training department.

Main Hurdman, CPA and Accounting Positions **1982-1989**
Accountant/CPA, Lubbock, TX

- Spent my first 7 years out of college as an accountant/auditor.
- Worked in public accounting with banks, hospitals, municipalities, and various businesses
- Did accounting for car dealerships and grocery store chains.

EDUCATION

Texas Tech University, Lubbock, TX **1982**
Bachelor of Business Administration - Accounting
Dean's List and Honors

Nimitz High School, Irving, TX **1978**
Graduated in top 10 of class, 5th out of 850

ACCOMPLISHMENTS

- Certified Microsoft Office - Microsoft Office User Certification – Expert Level
- Completed Certified Technical Training certification program
- Served on boards of directors for Caprock Girl Scout Council, Lifetime member
- Award winning photographer

CHRISTOPHER D. ESTES

145 Hawthorn Lane, Ocilla, GA 31774

229-325-5773

cestesce@gmail.com

OBJECTIVE

To obtain a position in a technical training environment with an industrial and economic development focus

EXPERIENCE

- Innotek LLC** 3/15-Present Ocilla, GA 31774
Owner
- install and maintain electrical and mechanical systems
- technical consulting
- technical support and customized training
- Moultrie Technical College** 3/01-3/15 Tifton, GA 31794
Economic Development Training Specialist
- provide instruction to students in the areas of industrial electrical, industrial mechanical, fluid power, process control and process automation systems including electrical controls, PLC's and HMI.
- provide advanced instruction for new technologies to industry technicians
- develop customized training for specific technologies
- East Central Technical College** 9/94-3/01 Fitzgerald, GA 31750
Technical Instructor
- provided instruction to students in the areas of electrical and mechanical systems
- developed curriculum for course competencies
- part time instructor from 9/94-3/97
- full time instructor from 3/97-3/01
- Alcoa Tifton Aluminum** 9/95-3/97 Tifton, GA 31794
Maintenance Technician
- maintained electrical and mechanical systems for aluminum extrusion process
- performed troubleshooting on advanced automation control systems
- Georgia Electric Co.** 10/93-9/95 Albany, GA 31702
@Cooper Tire and Rubber Co.
Maintenance Technician
- installed equipment for tire production line during plant setup
- performed troubleshooting and maintenance tasks on electrical and mechanical systems

EDUCATION

Ben Hill Irwin Technical Institute	9/93-3/95	Fitzgerald, GA 31750
<i>Industrial Maintenance Technology</i>		
- graduated with 4.0 GPA		
- Georgia Occupational Leadership Award Nominee		
- Competencies included		
Direct current circuits	Motor controls	
Alternating current circuits	Advanced motor controls	
Solid state devices	Variable speed drives	
National Electric Code	Industrial hydraulics	
Industrial Wiring	Industrial Pneumatics	
Three Phase Distribution	Industrial Mechanics	
DC and AC motors	Welding	
Tift County High School	8/86-5/89	Tifton, GA 31794
- Received Vocational Diploma		

SKILLS

- Basic programming using Allen Bradley PLC's
- Advanced programming using Allen Bradley PLC's
- Installation, set-up, and troubleshooting process automation systems
- Industrial communication networks
- Allen- Bradley, Siemens Human machine interface systems
- Instrumentation and Process Control Systems for Flow, Level, Pressure and Temp
- HART and Foundation Fieldbus Protocols
- FANUC, Motoman and Mitsubishi Robotics
- Variable speed Drives installation, set-up and troubleshooting
- DC and AC motor operation and troubleshooting
- Installation and troubleshooting hydraulic and pneumatic systems
- Advanced electrical troubleshooting
- Industrial power distribution systems
- Single-phase and three-phase transformers
- AC/DC and Solid State electronics and troubleshooting
- Industrial Training and Curriculum Development
- Classroom and Industry training delivery
- CAD Drafting
- Microsoft Word, Excel, Outlook, PowerPoint, and Access

LICENSES

- State of Georgia Class II Unrestricted Electrical Contractor

REFERENCES

Available upon request

Jaymie Freidank, M.S.
675 Sunset Lane
Fritch, TX
Jaymie719@aol.com
802-287-0613

EDUCATION

Leadership Academy Georgetown University, Washington D.C.	2012
Grant Writing Program (Certificate) Stafford Technical Center, Rutland VT	2011
Master of Science, Criminal Justice Administration Niagara University, Lewiston NY	2004
Bachelor of Arts, Criminal Justice State University of New York at Albany, Albany NY	2001

PROFESSIONAL WORK EXPERIENCE

Montana State University, Havre Montana

June 2014- Present

TAACCCT Grant Administrator, Title IX Investigator, Adjunct Criminal Justice Instructor

- Ability to administer and monitor concurrent federal grant priorities effectively and efficiently
- Experience in federal and private project grants management
- Coordinate and facilitate grant funded projects to include planning and implementing internal and district wide procedures, coordinate tracking, analyze grant deliverables for compliance, develop strategic plans for program self-sufficiency, and write complex reports for state, federal, and private funding sources
- Develops grant projects through team collaborations and researches public and private funding opportunities.
- Plans, oversees, and coordinates grant project development; conducts needs assessments and educational/statistical/financial research
- Prepares, manages, and monitors multiple grant/department budgets; manage and administer all financial activities of programming being administered, ensure all financial actions are completed correctly, and prepare financial reports for funding agencies
- Recruit, hire, supervise, train, and evaluate grant related staff (approx. 25-30 persons)
- Responsible for data gathering, analysis, and reporting
- Curriculum development and modification to meet the needs of students and grant requirements
- Develop partnerships among the faculty, staff, college administration, state and federal agencies, stakeholders, and sub-contractors to assist implementation of project objective and strategies
- Promotes and submits grant proposals to include raising awareness of external funding opportunities between funding opportunities and the College's strategic plan following standard procedures and guidelines; submit grant proposals for approval
- Serve on various committees and on professional associations
- Knowledge of effective workforce development practices that support student retention, completion, skill attainment, and subsequent employment.
- Apply conventional business practices to solve a variety of problems related to supporting projects and cooperative agreements management functions
- Assists in long-range planning for college development and program evaluation to include investigating and making recommendations regarding improvements to institutional effectiveness and procedures and practices for college development, planning, evaluation, and recruitment and retention of students.

- Build relationships and collaborate with community schools, colleges, businesses, and state and federal agencies
- Analyze and solve complex technical problems
- Establish Unit programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes.
- Build relationships with youths of diverse ethnic and cultural backgrounds in the Life Skills Center and through Community Outreach
- Advise young adults on and serve as link to community resources, state and local agencies, transition services and available opportunities including GRE and post-secondary education, employment opportunities/training and job experience, housing, and health needs
- Experience in and work with state wide employment development and job placement programs
- Ensure program and grant compliance with Federal, state, local, and grant regulations
- Program and curriculum development, planning, and implementation of workforce development workshops for youth and community including job seeking, soft skill training, and interviewing techniques
- Hire, supervise, and train all new and existing employees and volunteers in county unit (approx. 12-15)
- Prepare, manage, and monitor multiple department budgets
- Responsible for data gathering, analysis, and reporting
- Responsible for staff payroll, organization billing and accounting. Provide aid with yearly auditing preparation
- Experience with on-going strategic planning of organization, funding, annual appeal, donor contributions, corporate appeal
- Develop and implement effective vocational program marketing strategies, and analyze and develop community program needs
- Serve as organization liaison with numerous national, state, and local non-profits, as well as federal and state agencies
- Serve as public relations contact

Colorado Northwestern Community College, Rangely CO
Criminal Justice Department Chair/Program Director
Law Enforcement and National Park Service Academy Director
Title IX Coordinator

May 2008- January 2010

Associate of Science, Associate of General Studies

Courses Taught:

Introduction to Criminal Justice	Law Enforcement Operations	Criminal Evidence
Criminology	Community Problem Solving	Corrections
Human Relations and Social Conflict	Judicial Process	Social Conflict
US Constitution	Procedural Criminal Law	Introduction to SAR
Report Writing for Law Enforcement	Crime Scene Management	Research Methods
Crime Scene Documentation	Accident Investigation	P.O.S.T. certification courses

- Provide direction and oversee daily operations of the Criminal Justice Program and Law Enforcement Academies.
- Teach full-time in Criminal Justice Degree Program and Colorado P.O.S.T Law Enforcement academies
- Monitor student progress and outcomes (including distance learning and on-line)
- Develop and evaluate student learning, curriculum, course and program outcomes, course schedules, facility schedules, and book orders
- Develop, coordinate and administer all staff and faculty related training for the department and academies
- Create and successfully implement marketing programs for skill workshops and certification classes
- Ensured program compliance with Colorado P.O.S.T. Board Standards and Curriculum, as well as Federal and local regulations, through monitoring of classes and learning materials
- Manage department budget and monitor expenditures for the department
- Manages grant development activities, writes grants, creates grant budgets ad monitors compliance

Marketing and Liaison Committee TAACCCT 4-Federal State Steering Team- Havre MT	January 2015-Present
Grant Administrator TAACCCT 4- HealthCare Montana Department of Labor- Havre MT	November 2014-Present
Grant Manager Rape Prevention Education- Federal Center for Disease Control- Havre MT	November 2014-Present
Grant Manager Financial Literacy MSU- State Havre Montana	June 2014- May 2015
Grant Administrator TAACCCT 3-SWAMMEI RevUp Montana Montana University System; Havre Montana	June 2014-January 2015
Chair MSU-N Academic Advisory Committee Havre Montana	July 2014-January 2015
Member Project VISION- Crime Prevention and Intervention Committee Rutland Vermont	May 2013- April 2014
Member Women's Collaboration Rutland County, Rutland VT	May 2011- April 2015
Member Rutland Area Prevention Coalition Rutland County, Rutland VT	May 2011- April 2015
Member Faculty Advisement Committee Student Assessment Committee Colorado Northwestern Community College, Rangely CO	August 2008- January 2010
Member Colorado State Faculty Curriculum Committee Colorado Northwestern Community College, Rangely CO	August 2008- January 2010
Member Faculty Senate Committee Colorado Northwestern Community College, Rangely CO	August 2008- January 2010

Professional References

1. Dr. John White
Martin Methodist College- Criminal Justice Program Director
Pulaski, TN
(931)363-9871
jwhite@martinmethodist.edu
2. Tammy Davis
Community College of Vermont-Admissions/Advising Director
Rutland, VT
(802)786-5190
Tmh10110@ccv.vsc.edu
3. Dr. Janice Starr
Montana State University- Nursing/ Allied Health Program Director
Havre, MT
(406)265-3749
Janice.starr@msun.edu
4. Samantha Clawson
Montana State University- Grants Manager
Havre, MT
(406)265-3585
Samantha.clawson@msun.edu
5. Alisha Keel
Ottaquechee School, Hartford School District- School Counselor
Quechee, VT
(802)345-3321

Rachel R. Gallagher

1017 W. Ave. J
Lovington, NM 88260
(575) 636-3718 (cell)
rachelg@nmsu.edu

Education

Ph.D. Rhetoric and Professional Communicaiton

New Mexico State University (Expected May 2015)
Primary Area: Multimedia and Cultural Communications

M.A. English

New Mexico State University, 4.0 GPA
Primary Area: Professional and Technical Communication
Minor Area: Cultural Studies

B.A. Journalism and Mass Communications

Benedictine College, Magna Cum Laude
Minor: Spanish

Professional Experience

Senior Program Specialist

New Mexico State University

Media Productions, University Communications and Marketing Services (August 2010-Present)

- Write scholarly publications for department's research activities and media development
- Lead grant proposal submissions for a variety of areas and collaborations
- Research grant opportunities for department and collaborators
- Write and coordinate current and future grants and proposals for educational research projects
- Coordinate and write grant and university reporting and measures
- Help develop award and public relations materials for group's accomplishments

Program Coordinator

New Mexico State University

Media Productions, University Communications and Marketing Services (August 2006-2010)

- Research grant opportunities for department and collaborators
- Write and coordinate current and future grants and proposals for educational research projects
- Direct and coordinate research sessions for the Learning Games Lab, a research lab aiding in the development of educational digital games
- Develop curriculum for LGL participants

Publications Coordinator/Writer

New Mexico State University

University Communications and Marketing Services (July 2003-August 2006)

- Edited and wrote copy, consulted clients from various departments, coordinate bidding, design and content for university print and electronic marketing publications
- Art directed and coordinated various photography shoots for publications
- Wrote feature and news stories for university's publications, including *Research and Resources*, NMSU's research forum, *Panorama*, the alumni magazine and *Page One*, a faculty/staff monthly newsletter

Web Editor/Writer

New Mexico State University

Media Productions (March 2004–August 2006)

- Edited and wrote copy for various multimedia projects and interactive Web sites including Mi Propia Casa/Home of My Own, a bilingual Web site for first-time homebuyers and a joint project with the university and the City of Las Cruces
- Worked closely with agricultural extension agents, Web designers and project managers on all projects

News Writer

The Atchison Daily Globe (November 2002–June 2003)

- Covered and wrote stories about local events, including city/county government
- Also maintained feature writing, design, photography and copy-editing responsibilities
- Wrote weekly opinion pieces and columns

Assistant Sports Editor/News Writer

The Leavenworth Times (May 2002–November 2002)

- Wrote for, designed, layouted and edited 4-6-page sports section each issue
- Wrote for and photographed local sports events daily
- Maintained other duties including news writing and story selection

Managing Editor

The Circuit (August 2000–May 2002)

- Managed staff of 22 plus for two years
- Was responsible for overall design, layout and editing of each issue
- Maintained other duties including photography and news and editorial writing
- Allocated story, photography and design assignments for every issue

News Writer/Graphic Designer

Benedictine College

Communications and Marketing Services (June 2001–May 2002)

- Wrote and distributed daily press releases
- Wrote feature stories for institutions semi-annual alumni magazine, *The Raven Review*
- Edited and coordinated the printing of various publications
- Assisted in the design of various college publications, including multiple advertisements promoting college programs and events

Publications

- Chamberlin, B.A., Trespalacios, J., Gallagher, R.R. (2014). **Bridging Research and Game Development: A Learning Games Design Model for Multi-Game Projects.** *In Educational Technology Use and Design for Improved Learning Opportunities.* Hershey, PA: IGI Global.
- Chamberlin, B. A., Maloney, A., Gallagher, R. R., Garza, M. L. (2012). **Active Video Games: Potential for Increased Activity, Suggestions for Use, and Guidelines for Implementation.** In Sylvester Arnab, Ian Dunwell, Kurt Debattista (Ed.), *Serious Games for Healthcare: Applications and Implications.* Hershey, PA: IGI Global
- Chamberlin, B., Trespalacios, J., & Gallagher, R.R. (2012). **The Learning Games Design Model: Immersion, Collaboration, and Outcomes-Driven Development.** *International Journal of Game-Based Learning*, 2(3), 87-110.
- Trespalacios, J., Chamberlin, B. A., & Gallagher, R.R. (2011). **Collaboration, Engagement & Fun: How Youth Preferences in Video Gaming Can Inform 21st Century Education.** *TechTrends*, 55(6).
- Thatcher, B., Gallagher, R.R., et al. "Website Analysis Across Cultures: An Inquiry into Intercultural Values and Website Design." *Linguistic and Cultural Online Communication Issues in the Global Age.* Kirk St. Amant (ed.) Hershey, 2007.

Presentations

Gallagher, R. R. & Chamberlin, B.A. "Educational Media That Works." NMSU Cooperative Extension Southeastern Childcare Workshop, Hobbs, NM (February, 2012).

Gallagher, R. R. & Chamberlin, B.A., "Educational Media That Works." NMSU Cooperative Extension Southeastern Childcare Workshop, Hobbs, NM (February, 2011).

Chamberlin, B. A., Gallagher, R., Garza, M., Games for Health Conference, "Snacking and Gaming: What we Know so Far," Games for Health, Boston, MA. (May 2010).

Gallagher, R.R., Trespalacios, J., Garza, M., Las Cruces Schools Training/Workshop. "Using Ipads in the Classroom," Las Cruces, NM (2009).

Gallagher, R.R. "Mediating Culture and Education: The Popularity of the iPod Permeates the Classroom." Rhetoric of the Everyday: A Symposium on Cultural Theory and Popular Culture. New Mexico State University, Las Cruces, NM (December, 2007).

Prindeville, D. & Gallagher, R.R. "The State of the Nations: 21st Century Life for 21 Native American Women," with Diane-Michele Prindeville. 2007 Southwest Social Science Association Conference, Albuquerque, New Mexico

Teaching Experience

Research Lab Coordinator

New Mexico State University

Learning Games Lab

Media Productions, University Communications and Marketing Services (June 2006-Present)

- Direct and coordinate research sessions for the Learning Games Lab, a research lab aiding in the development of educational digital games
- Develop curriculum for multiple research participants and sessions
- Help lab participants to communicate more effectively and appropriately through group discussions, writing exercises, formal presentations, media development (podcasting, Photoshop design, Flash animations)

Personal Trainer/Fitness Instructor

American Fitness and Aerobics Association Certified

- Develop and teach a variety of fitness classes for various age groups and ability levels
- Certified Personal Trainer, Yoga Instructor and Pilates Instructor
- Work with certifying organization to develop personal trainer or other fitness certification opportunities for interested community members

Community Outreach

Lovington Mainstreet, Corp. Board Member & Secretary – Develop, write and design local marketing strategies and publications to help educate and publicize to the public about the board's various community programs and events. Help maintain records of board and committee meetings.

Lovington Downtown Farmers' Market Committee Chair/Organizer/Volunteer - Work with Lovington Mainstreet Board members to recruit local/regional vendors and community education volunteers. Maintain relationships among vendors and help with marketing needs. Develop marketing and recruitment for print and radio to reach regional audience. Write and develop press releases and feature stories for publication in various media on vendors and special events at market. Recruit volunteers and coordinate the Family Story and Craft Time at the market and local library.

Lovington Municipal Schools Volunteer – Work with local schools on enhancing physical activity with youth through conducting short physical activity sessions with youth (including exergaming, yoga and obstacle courses)

After School Adventures Volunteer – Work with local after school program administrators to enhance physical activity with youth through conducting short physical activity sessions with youth K-5 (including exergaming, yoga and obstacle courses)

Awards and Honors

2006 New Mexico Press Women First Place

“Destination: New Mexico State University,” the 2006-2007 undergraduate viewbook recruitment package won first place in the four-color brochure category for overall writing and design.

2005 New Mexico Press Women First Place

“Destination: New Mexico State University,” the 2005-2006 undergraduate viewbook recruitment package won first place in the four-color brochure category for overall writing and design.

2005 New Mexico Press Women Second Place

Awarded second place for the feature article, “NMSU-Alamogordo Grad Speeds to Success.”

2005 New Mexico Press Women Third Place

“New Mexico State University Living on Campus” housing brochure won third place in the four-color brochure category for overall writing and design.

2002 Kansas Associated Collegiate Press First Place

Awarded first place in news writing for “Writer plagiarizes *KC Star* review”

2001 Kansas Associated Collegiate Press First Place

Awarded first place in news writing for “KBI, BC investigate Gentry”

Technical Proficiencies

Grant Development and Coordination

Experience researching, writing and reporting on grants through various government agencies and foundations, such as the National Endowment for the Humanities, United State Department of Agriculture and National Science Foundation. Experience in drafting budgets and auxiliary forms for grant proposals. Experience reporting on grant project milestones and results for various agencies. Experience and extensive training in working with university Human Subjects Review Board requirements, applications and reporting for various projects.

Marketing and Public Relations

Various experience in promotional and marketing work for numerous groups, including local community organizations and schools. Writing press releases, coordinating social media and print strategies for various events, and designing and coordination advertisements and other related promotional items.

Web Development and Design

Experience with Dreamweaver, Adobe Photoshop and Flash in developing various Web sites

Graphic Design

Extensive experience in page design and layout and art direction, along with proficiency in using Adobe InDesign, Photoshop, Illustrator and QuarkExpress. Proficient with both Mac and PC compatible platforms.

Word Processing

Extensive experience with both Mac and PC compatible word processing software including Apple Works, Word and Excel.

Professional Memberships

Association of Communication Excellence (ACE)
Aerobics and Fitness Association of America (AFAA)
National Federation of Press Women
New Mexico Press Women Association (Past Judge for Zia Book Award)
Southwestern Political Science Association
Kansas Associated Collegiate Press (Past Judge)

References

Jeanne Gleason, Director
Media Productions, University Communications and Marketing Services
New Mexico State University
PO Box 30003, MSC 3AI
Las Cruces, New Mexico 88003-8003
jgleason@nmsu.edu
575-646-5658

Barbara Chamberlin, Assistant Directors & Professor
Media Productions, University Communications and Marketing Services
New Mexico State University
PO Box 30003, MSC 3AI
Las Cruces, New Mexico 88003-8003
bchamber@nmsu.edu
575-646-2848

Julie Hughes, Director of Internal Communications and Public Affairs
NMSU University Communications & Marketing Services
New Mexico State University
PO Box 30001, MSC 3K
Las Cruces, New Mexico 88003
juhughes@nmsu.edu
575-646-1953

Robert Rhodes, VP of Training & Outreach
New Mexico Junior College
1 Thunderbird Circle, Hobbs, New Mexico 88240
575-492-4708

Suzanne Gates

Midlothian, TX

214.244.8506

stgates2521@gmail.com



Suzanne Gates is a 38 year veteran of IBM. During her career, she was primarily in sales, but also has experience in technical support, services, marketing, and training. She achieved the Best of IBM in 2014 (top 500 employees out of 430,000), two Golden Circles (top 10% of employees), numerous sales achievement awards, and was an annual top performer five out of the last six years.

Her sales and technical support roles at IBM included both direct customer responsibilities and management. She was known for her ability to build and lead teams. In the mid-90's she built and led a team of software sellers that were Top Achievers in revenue and in customer satisfaction four of five years. In the late '90s, she was responsible for worldwide software sales of the market-leading WebSphere product family. In the early 2000's, she moved to software services, and built services sales teams for three different lines of business: Lotus, Information Management, and Content Management.

Most recently, she led large teams of sellers for mega-clients: Computer Sciences Corporation, Electronic Data Systems (now HP-Enterprise Services), the US Federal Reserve System, Bank of America, Citibank, and Verizon. Responsibilities included making revenue targets, writing complex sales contracts, improving customer satisfaction, and growing IBM's footprint with each client.

Earlier in her career while in IBM's training division, she was responsible for developing and delivering 25% of IBM's worldwide new-hire curriculum. She led a team of 200 instructors.

During her extensive IBM career, she has hired hundreds of employees, and held fifteen different positions.

Since retiring in June 2016, she works part times as a small business consultant primarily in the Dallas - Ft .Worth area.

Don Harmon

115 South Ave B. Hobbs, NM 88240

575-691-6859

pumper@outlook.com

SKILLS and ABILITIES

- Oil and Gas Industry Knowledge and Experience
- Owner/ Operator of Don Harmon's Pumping Service
- 18 Years of Operating Oil and Gas Leases with Numerous Types of Equipment and Production
- Dependable with Ability to Work Well with others
- Customer Service Oriented
- High Level of Integrity and Sense of Responsibility
- Excellent Hands on Skills
- Determination to Continuously Seek Improvement in Areas of Responsibility

Experience

Owner/ Operator of Don Harmon's Pumping Service

2014- To current Hobbs N.M

- Monitor and check oil wells for 6 oil companies on a daily basis.
- Responsible for daily production of said wells.
- Responsible for the up keep of my leases.
- Responsible for reporting problems to owners.
- Coordinate and supervise roustabout crews for repairs on the wells.
- Coordinate and Supervise pulling unit crews for repairs on wells.
- Relief pump for other lease operators.
- Hire and train relief pumpers.
- Maintain current knowledge of technology advances.

Lease Operator

2012-2014 Tatum, NM

Harmon's Consulting & Contract Pumping

- Monitored and checked wells for 3 oil companies.
- Responsible for daily production for the lease.
- Responsible for reporting problems to owner of company.

Lease Operator & Relief Operator

Devon Energy, Cimarex Energy, & Read & Stevens

2005-2012 Lovington, NM

- Monitored and checked wells on my designated lease.
- Responsible for daily production on said lease.
- Responsible for reporting problems to production foreman.
- Responsible for increasing production on lease.
- Work with other lease operators for relief work.

Lease Operator

1998-2005 Tatum, NM

Harmon's Consulting & Contract Pumping

- Monitored and checked wells for multiple oil companies.
- Responsible for daily production for the lease.
- Responsible for reporting problems to owner of company.

Education

Graduate of Tatum High School, Class of 1998.

Tatum, NM

Ramon Lopez
 1630 N Chama
 Hobbs, NM 88240
 (210) 844-0494
 r_lpz19@yahoo.com

EDUCATION

<i>School</i>	<i>Grad Date</i>	<i>Credential</i>
NMJC CDL Driving School Hobbs, NM	03/20/2015	Certificate

Area of Focus- *Operation and training of Commercial Vehicle operations*
 Vehicle pre-trip inspection
 Air brake checks
 Basic control skills (backing exercises)
 Road Test (safely operate a large Tractor/Trailer in both urban and rural environment)
 Learn and adhere to the Federal Motor Carrier Safety Regulations (FMCSR)

<i>School</i>	<i>Grad Date</i>	<i>Credential</i>
Universal Technical Institute (UTI) Houston, Texas	1/16/2015	Diploma

Area of Focus: *Collision Repair and Refinishing Technology*

Exterior Panel Alignment	Exterior Panel Replacement
Welding and Cutting	Introduction to Refinishing
Vehicle Preparation for Painting	Power Systems & Controls
Drive Train Removal & Installation	Vehicle Handling
Custom Paint Fundamentals	Custom Body Fundamentals
Exterior Panel Repair I	Exterior Panel Repair II
Structural Damage and Analysis	Structural Alignment & Replacement
Finish Applications	Skills Applications I
Skills Applications II	

Achieved Platinum Status In Non-Structural Pro Level 1 (NST 1), Structural Pro Level 1 (SST 1), Refinishing Pro Level 2 (REF 2) or Pro Level 3 (REF 3) with DuPont Certification, Steel Welding and Aluminum Welding.

<i>School</i>	<i>Location</i>	<i>Area of Focus:</i>	<i>To</i>	<i>Credential</i>
Hobbs High School	Hobbs, New Mexico	General Studies	05/2000	Diploma

MILITARY SERVICE

<i>Branch</i>	<i>Rank</i>	<i>Status</i>	<i>Reserve Obligation</i>	<i>To</i>
U.S. Army	SGT	Inactive	Honorable	5/2011

SKILLS

Bilingual - Second language is Spanish	CPR and First Aid Training
Forklift Training	Maintenance Skills
Navigation Operations Training	Organizational Leadership Skills
Physical Security Training	Search and Rescue Training
Typing - WPM 35	Vehicle Safety and Maintenance Training
Windows, Internet and E-mail Training	

AWARDS

SOC - Skills Applications I	SOC - Custom Paint Fundamentals
SOC - Exterior Panel Replacement	Directors Honors List
SOC- Steering and Suspension	

CREDENTIALS and CERTIFICATIONS

I-CAR Welding Qualification - Aluminum	I-CAR Welding Qualification - Steel
DuPont Credential	Dan-Am/SATA Technical Training Certificate
3M Plastics Certification	Chief Automotive Certification
EPA 609	
Certificate of Completion- NMJC CDL Training	

I-CAR CERTIFICATIONS

Bolted-on Part Replacements
Fundamentals of Collision Repair
Vehicle ID, Estimating & Terminology
Frontal Impact Analysis
Side, Rear, Glass Impact Analysis

Detailing
Mechanical System Analysis
Corrosion Protection
HAZMAT, Personal/Refinish Safety

EMPLOYMENT HISTORY

<i>Employer</i>		<i>From</i>	<i>To</i>
New Mexico Junior College	Hobbs, NM	05/2015	Present
CDL Driving Instructor- Hired as a contract Instructor to provide instruction of the 2 week CDL Driving School as well as other CDL related training. Responsible for teaching students on the proper operation and how to safely drive a Semi Truck/Trailer in accordance with Federal and State laws. Manages and verifies that all equipment is in a safe and working order. Provide instruction in both a driving simulator as well as behind the wheel driving of a tractor/trailer. Provide instruction of CDL Study material to help prepare students to successfully pass the state CDL written tests required for learner's permit.			
<i>Employer</i>		<i>From</i>	<i>To</i>
EZ Bros Inc	Hobbs, NM	02/2015	02/2016
Owner/Operator- Provide transportation of oilfield related products for various companies when required. Hauling of oilfield drilling pipe and casing used for drilling operations. Also transport of heavy oilfield engines used on drilling rigs.			
<i>Employer</i>		<i>From</i>	<i>To</i>
Bruce's Rod Shop	Houston, TX	5/2014	02/2015
Tech - Perform prep for paint, body filler, sanding, mechanical and restoration work			
<i>Employer</i>		<i>From</i>	<i>To</i>
Nolan H. Brunson Inc.	Hobbs, NM	10/2011	1/2014
Inspector/Crew Foreman - Responsible for inspecting, assembling, setting and servicing oil pump jacks on designated locations. Inspecting for damaged , worn and unserviceable parts and replaced pumps.			
<i>Employer</i>		<i>From</i>	<i>To</i>
Texas Town Inc.	San Antonio, TX	5/2011	10/2011
Wrecker Driver - A tow trucker also known as a wrecker driver or operator offering a variety of vehicle related repairs and hauling services to non-commercial and commercial vehicle drivers, police cars, city, county, and municipalities and even other tow truck drivers. Providing excellent customer service at all times.			
<i>Employer</i>		<i>From</i>	<i>To</i>
United States Army	Ft. Sam Houston, TX	10/2000	5/2011
Wheeled Vehicle Mechanic - Wheeled Vehicle Mechanic handles the maintenance and repair of light and heavy Military vehicles and selected armored vehicles. Responsible for supervising and performing maintenance and recovery operations on wheeled vehicles and associated items, as well as heavy wheeled vehicles. Served as instructor for military vehicle drivers training as a Master Driver. Deployed to Combat Theater of Operations in both Iraq in support of Operation Iraqi Freedom and Afghanistan in support of Operation Enduring Freedom both in the Global War on Terror. Supervised 5-10 Soldiers at various times as well as being responsible for over \$1 million worth of tools and equipment.			

PROFESSIONAL AND PERSONAL REFERENCES

<i>Name</i>	<i>Title</i>	<i>Contact Information</i>
Angel Alvarado	Former Co-Worker, Nolan Brunson	(760) 828-3968
Carlos Antunez	Veteran/Former Co-Worker	(915) 929-4511
Carlos Villarreal	Supervisor, U.S. Army	(281) 995-4655
Donny Graham	Supervisor, Nolan H. Brunson	(575) 631-2192
Dustin Lambert	Supervisor, Bruce's Rod Shop	(910) 545-3886
Marcellus Butler	Supervisor, Texas Towing Inc.	(210) 859-0411
Rico Garza	Co-Worker, Bruce's Rod Shop	(832) 774-6862
Jeffrey Walker	Coordinator of Transportation Training-NMJC	(575-492-2651

Michael E. McGuire

813 W. Polk Avenue • Lovington, NM 88260 • (575) 631-7637 • mikemcg58@msn.com

SUMMARY:

- Certified IVES Forklift Trainer
- Certified PEC SafeLand Instructor
- Medic First Aid/CPR training for adults and infants. Instructor trainer as well
- Director of Safety Training for Legacy Safety and Consulting, LLC.
- Former Training Specialist for URS Corporation in the areas of nuclear Safety and Quality.
- Contract trainer and professional speaker with experience in the business, legal and religious world specializing in languages and translation.
- Teacher and educator on the secondary, college and continuing education levels.
- Seminar leader on topics such as conflict management, stress relief, debt reduction, workplace violence, workplace diversity, sexual harassment and various other topics.

PROFESSIONAL EXPERIENCE:

Safety Coordinator for Watson Construction, January 2015 to present. I coordinate orientation training for new workers in both English and Spanish.

Director of Safety Training for Legacy Safety and Consulting, LLC, December 2013 to December 2014. I work as their bilingual safety trainer supervisor for their in-house companies as well as their other clients in all areas of oilfield safety. The training aspect includes the management of safety training records for our client companies to make sure they are in compliance with OSHA standards. It also involves developing new training programs in Spanish and English for our clients. I am also responsible for new hire training orientation for the new workers for our client companies. This work also involves sales of safety equipment. I am a trained First Aid-CPR instructor and instructor trainer as well. Certified PEC SafeLand/SafeGulf and Core Compliance and H₂S trainer.

Director of Safety Compliance, Lucky Health and Safety, June 2011-August, 2013. I did contract work for them from August 2013 until December 2013. Managed training records for client companies as well as in house companies. Sales and service of safety equipment including monitors and fire extinguishers. I also serviced and calibrated H₂S monitors and supervised Trenching/Excavation, Hot Work and Confined Space Entry jobs.

Senior Training Specialist, URS Corporation for the construction of the Eagle Rock Enrichment Facility uranium enrichment facility to be built in Idaho Falls, ID. I worked in their Training Department. Job tasks included reviewing and developing training materials and objectives for training classes, presenting those classes as well as developing test questions for the modules to be placed on Compliancewire.

Contract Training Specialist for RUST Constructors. 2006 to 2009 for the National Enrichment Facility uranium enrichment facility in Eunice, New Mexico. I translated their documents and conducted their Spanish Quality and Safety orientations. I translated and taught other classes as needed, such as Excavation and Trenching Awareness and Aerial Lift Operator Training.

MAJOR TEACHING EXPERIENCE:

Adjunct Instructor at New Mexico Junior College Workforce Development Center teaching Command Spanish training for Construction, Workplace, Office Personnel, and Nursing.

Adjunct instructor of Philosophy of Religion and Ethics at Panola College, Carthage, TX. 1997-1999

Instructor, International Language Institute, Texas A & M International University, Laredo, Texas, 1996.

Instructor in the Frio River Association's Hispanic Seminary Extension program. I taught Missiology, Baptist History and Old Testament Prophets in Spanish, 1994-1996.

Instructor, Intensive English Institute, Texas A & I University, Kingsville, Texas under Pacific Language Institute 1992- 1993.

Teacher, High school English/Spanish/ ESL/Physical Science, 1980-1985.

EDUCATION:

Bachelor of Arts: English/Spanish Education with English as Second Language endorsement. Course work included 36 college semester hours in Spanish and 33 hours in English. West Texas State University, Canyon, Texas, December, 1979 (Now known as West Texas A & M University.)

Master of Divinity with Missions/Evangelism concentration Southwestern Baptist Theological Seminary, Fort Worth, Texas, December, 1988

10 Hour OSHA training March 2007

30 Hour OSHA training May 2011

OSHA 511 training February 2013

OSHA 501 training July 2014

IVES Forklift Trainer Certification July 2016

Received Craft Instructor Training Certificate from National Center for Construction Education and Research (NCCER), May 2008 in the areas of General Safety and Core Curricula.

Certificate of Completion in NORM Radiation Surveying July 20, 2012

Medic First Aid/CPR /Blood Borne Pathogens trainer for adults and infants. Certified Instructor trainer for Medic First Aid/CPR.

PEC/Safeland training and PEC Core compliance training

TEEX H2S Instructor Development Course March 2015

Incident Investigation Training March 2013

Command Spanish Occupational Spanish Instructor

WRITING:

Author of several articles in various publications. Tear sheets available upon request. I have a strong background in grammar and proofreading in both English and Spanish.

REFERENCES:

Steve Saucedo, Training and Outreach Department, New Mexico Junior College, 5317 N. Lovington Hwy, Hobbs, NM 88240 (575) 492-4709.

Toby Herring Legacy Safety and Consulting, 3229 N. Industrial Dr., Hobbs NM, 88240, (575) 393-7233.

Jim Meredith, Training Manager, URS Corporation, Boise, Idaho. (208) 932-6288.

Edward (Jerry) G. Morris

8311 North Cactus Lane

Hobbs, NM 88242

575-631-6224

morrisje16@hotmail.com

Objective

To obtain a meaningful and fulfilling position

Education

BS Engineering Tech Civil Option with Certification in Drafting – New Mexico State University

Experience

Teacher – Hobbs Schools, Hobbs, NM

November 1998 – May 2015

Taught Construction and Engineering courses consisting of Carpentry, Plumbing, Masonry, Electrical, Safety, Drafting, Surveying, Robotics, Industrial Maintenance, and Motor Controls

Owner – Diamondback Ventures & Jerry Morris Construction, Hobbs, NM

August 1987 – August 1998

Construction of underground utilities, metal buildings, garage doors, and auto body shop

Supervisor – TOMCO, Hobbs, NM

May 1982 – August 1987

Supervise construction crews building highway, utility, and buildings

Skills

16 years teaching Career Tech courses

14 years SkillsUSA advisor

NM Contractors License GB98, GF98, GA98

References

TJ Parks

Hobbs Schools

575-433-0100

Ron Haggerton

815 W. Copper Ave

Hobbs, NM 88240

575-390-9784

Juan Carlos Medina

1019 Taos Ave

Hobbs, NM 88240

575-631-3557

Sandra Abney

Habitat for Humanity

575-397-4398

Eppie Calderon

Hobbs Schools

575-433-0100

Alejandro J Ojeda
5317 26th Street
Lubbock, TX. 79407

E-mail: mypapi86@hotmail.com

Cell: 432-413-0418

OBJECTIVE: To Acquire A Challenging Position In An Environment Where I Can Best Utilize My Leadership Skills And Education Background.

WORK EXPERIENCE:

Carbo Ceramics

Field Service Representative

September 14, 2012- Present

Duties: Consult with different energy companies in reference to business needs.

Halliburton (March 19, 2012-September 14, 2012)

Odessa, Texas United States

Supervisor: Larry Hoelscher-432-425-7281; Contact: Yes

Salary: 60,000 per year

Hours per week: 75-90

Duties: I am responsible for the beginning and completion of transporting, spotting, loading and unloading of equipment and sand. Essential duties include but are not limited to the pretrip, maintain and inspection of equipment. Safely transport equipment to and from various well locations using hand written directions to destination. Issue instructions to offloading drivers on site. Verify, document and recognize colors, textures and weights of sand. Properly document all paperwork of assignments on a daily basis. I perform these and any other assigned duties following all safety regulations according to energy company guidelines.

Texas Health & Human Services Office (04/10/2010 – 08/19/2010)

Littlefield, Texas United States

Supervisor: Norma Casares – 806-385-4416; Contact: Yes

Salary: \$20,000 per year

Hours per week: 40

Duties: I perform are all clerical; to include; data entry, research, screen applications, maintain several log books, responsible for over 1500 individual case files/ operate fax machine, copier, postage machine/ responsible to send and receive classified personal information for clients, responsible to issue EBT and TANF cards, photo and fingerprint clients, create new personal client records, schedule interview appointments for months in advance, responsible for the disposal of personal client records, answer incoming calls in professional manner, greet and respond to client demands on a daily basis, and most important be at work every day and on time every day.

Lamb County Sheriff's Office (08/07/2001 - 11/11/2005) - Investigator

Littlefield, Texas United States

Supervisor: Gary Maddox - 806-385-7900; Contact: Yes

Salary: \$31,000.00 per year

Hours per week: 50

Duties: Investigate criminal behavior in Littlefield and surrounding towns, testify in criminal trials, correspond with district attorney's office, file cases, transport criminals, interview victims, attend continuing education classes. Investigate illegal narcotic trafficking; assume other identities to perform such duties. Training includes and not limited to; CHILD ABUSE, CULTURAL DIVERSITY, INTERVIEW AND INTERROGATION, NARCOTICS, SEARCH AND SEIZURE, HORIZONTAL GAZE NYSTAGMUS, SEARCH WARRANTS, ACCIDENT INVESTIGATIONS, JAIL SEARCH AND SEIZURE, INMATE TRANSPORT, ARREST SEARCH AND SEIZURE, CIVIL LIABILITY, SEXUAL ABUSE, HOMICIDE AND VIOLENT CRIMES, CRIME SCENE PHOTOGRAPHY, METH LAB INVESTIGATIONS, CHEMICAL RECOGNITION, HANDWRITING ANALYSIS, SWAT CERTIFIED, HIGH-SPEED PURSUIT TRAINING, HAND-TO-HAND COMBAT TRAINING, SELF-DEFENSE TRAINING, AND I ALSO ATTENDED THE U.S DRUG ENFORCEMENT AGENCY TRAINING/ METHAMPHETAMINE CLANDESTINE LAB TASK FORCE ACADEMY IN QUANTICO, VA.

Littlefield Police Department (11/23/1997 - 08/04/2001) - Patrol Officer

Littlefield, Texas United States

Supervisor: Gary Lightfoot - 806-385-5161; Contact: Yes

Pay Grade: 0

Salary: \$12.87 per hour

Duties: Duties include and not limited to patrolling city streets, making contact with victims, complainants, and guilty parties. Worked night and day shifts, revolving shifts; to include weekends and holidays. Responsible for maintaining continuing education credits, log sheets, contacts, and communicating with supervisors. Carried myself in a very professional and respectable manner at all times on and off duty.

Watson Foodservice (06/15/1994 - 11/14/1997) - Delivery Driver

Lubbock, Texas United States

Supervisor: Rendell Smith - 806-747-8541; Contact: Yes

Salary: \$11.43 per hour

Duties: Responsible for the delivery of grocery items in Austin, TX area. Drove approximately 1500 miles per day, collect payment, and deposit all payments received. All items delivered from truck were by hand-truck dolly, no physical limitations.

United States Marine Corps (05/16/1988 - 05/15/1994) - Sergeant

Camp Pendleton, California United States

Supervisor: Lt. Hobel, Steven - unknown; Contact: Yes

Salary: 26,000 per year

Duties: Perform all duties required as a United States Marine. My MOS was 3521/ Diesel Mechanic. I served honorably, which includes receiving the NAVY Achievement Medal and the COMBAT ACTION MEDAL in the Kuwait Theatre of Operations.

Main responsibility consisted maintaining of approximately 175 pieces of moving equipment, including but not limited to; 5 ton trucks, 2.5 ton trucks, CUCV's, HMMV's, and all equipment associated with towing.

I was responsible for the welfare and training of 32 Marines in the 1st Marine Division, Truck Company, HQ Bn Unit. We trained alongside 1st Recon BN. My training is as follows; ACCOUNTABILITY, SUPPLY AND TOOLS, MORALE, WELFARE, PHYSICAL FITNESS, PAY AND LEAVE. SPECIAL TRAINING IS IN HAND-TO-HAND COMBAT, WEAPONS, LOGISTICS, AND HAZARDOUS MATERIAL

HANDLING AND LABELING. Familiar with MOPP (Mission Oriented Protective Posture), TRANSPORT AND DISPOSAL, WARNINGS AND FIRST RESPONSE.

Education

College/University

UNIVERSITY OF TEXAS EL PASO (09/15/2008 - present) EL PASO, Texas United States Degree: N/A – Major: History Secondary
Education GPA: 3.25 Semester Hours: 126

SOUTH PLAINS COLLEGE (01/15/1995 - 05/11/1997)

LEVELLAND, Texas

United States

Degree: N/A - Major: PSYCHOLOGY

GPA: 3.2 Semester Hours: 78

Description: ATTENDED ALL CLASSES REQUIRED FOR THE CURRICULUM TO OBTAIN A DEGREE IN PSYCHOLOGY.

Additional Information

CLASS A CDL with Hazmat, Tanker and Passenger

AWARDS/ COMMENDATIONS: NAVY ACHIEVEMENT MEDAL, COMBAT ACTION RIBBON

LUISA RUIZ

2623 Charlcia, Hobbs, N M 88240 • Home: 575-602-1234 • luisa62.lr@gmail.com

Professional Summary

Dependable Operations Manager bringing management experience and a willingness to take on added responsibility to meet tight deadlines. Enthusiastic team player with a strong work ethic and advanced complex problem solving skills.

Skills

- Exceptional interpersonal communication
- Client account management
- Effective leader
- Consistently meet goals
- Efficient multi-tasker
- Deadline-oriented
- Staff training/development
- Employee scheduling
- Customer service-oriented
- Human resources management
- Conflict resolution

Work History

Operations Manager, 06/1999

B & G Transportation, Inc. / M & M Tours – 6401 Lovington Hwy Hobbs, New Mexico 88240

- Daily Operations of B & G Transportation, Inc & M & M Tours.
- Hire and Train new Hires
- Supervise 50 Employees
- Safety & Compliance in Federal and State regulations
- Motor Coach Sales

Education

High School Diploma: General Studies, 1981

Artesia High School - Artesia New Mexico

Certifications

New Mexico CDL Examiner Class B 10 Years

New Mexico School Bus Driver Trainer 12 Years

Defensive Driving Instructor 12 Years

7 Years experience of Department of Transportation Rules and Regulations

CDL Class B P, S Endorsements

David G. Small
324 W. Coal
Hobbs, NM 88240
(575) 392-4301(Home)
(575) 318-9538 (Cell)
Email – Dave@LiveSHARP.com
www.LiveSHARP.com

QUALIFIED BY: Extensive public speaking/training experience (20+ Years)
12 Years in Oil and Gas Safety Training
Certified Safety and Health Official CSHO, General Industry
- TEEEX
2 years as a Fire Service Battalion Chief
6 years as Fire Service Lieutenant
21+ Years with the Hobbs Fire Department
National Fire Academy courses
Educational and personal study in management &
leadership.

EXPERIENCE:

2014 – Present	New Mexico Junior College - Adjunct Instructor/Trainer – TEEEX courses, Management, Leadership, Customer Service
2014 – Present	Texas Engineering Extension Service (TEEX) Instructor for Infrastructure & Safety Department, CSHO certification courses
2010 – 2012	R360 – VP of Operations in the Permian Basin
2004 - Present	SHARP Communications and Consulting, LLC SHARP Safety – Oil & Gas Safety Training The RAD Group, Corporate Development
1983 - 2004	City of Hobbs Fire Department
2002 - 2004	Battalion Chief
2002 - 2004	Department of Homeland Security - Disaster Medical Assistance Team
1988 – 2014	New Mexico Critical Incident Stress Management Response Team
1980 - 1983	Several different positions in the Oil & Gas industry Generally involved in drilling operations.

While in a management position with the fire department, I attended and facilitated a number of training events in the areas of management, leadership and communications.

EXEMPLARY ACCOMPLISHMENTS:

New Mexico State EMS - Health Promotion Award
New Mexico EMS Region III - "Special Award" for Innovations in EMS
Speaker/Trainer:
Canadian National Fire Chief 's Conference
New Mexico State Fire Chief 's Conference
New Mexico State EMS Conference
New Mexico Junior College
Key Energy Services

EXEMPLARY ACCOMPLISHMENTS: (Cont.)

Instructor:

Supervisory Skills/Management
Behavior Based Safety
Crucial Conversations
Crucial Confrontations
Leadership
Customer Service
Critical Incident Stress Management
Aircraft Rescue Firefighting
Confined Space Rescue

Ground Zero - Founder/President (Non-profit/Faith Based
organization for teens)

Hobbs City Employees Federal Credit Union - Board of Directors

Hobbs Chamber of Commerce - Leadership Institute

EDUCATION:

1988 – 2014	Critical Incident Stress Management Basic Critical Incident Stress Management (Instructor)
1998	National Fire Academy - Fire Service Financial Management (Graduate level course)
1996	National Fire Academy - Command and Control of Fire Department Operations at Multi-Alarm Incidents (NIMS) (Graduate level course)
1994	National Organization for Victims Assistance Community Crisis Response Team Training
1993	National Fire Academy - Organizational Theory in Practice (Graduate level course)
1983 - 1994	Miscellaneous courses at both New Mexico Junior College and College of the Southwest. Courses include Accounting, Finance and Fire Science.

Phi Theta Kappa - National Honor Fraternity

1980 New Mexico State University, Las Cruces, NM
Bachelor of Science
Associate in Arts
1974 Hobbs High School - Diploma

Other Courses through the Hobbs Fire Department:

National Fire Academy - Instructional Methodology
National Fire Academy - Leadership I & II
Haz-Mat - First Responder & Operations

Speaking/Training Engagements:

Hobbs Fire Department
New Mexico Junior College
Key Energy Services, NM, CO, WY, OK, TX, LA
Youth America – National Youth Conference
New Mexico Fire Chiefs Conference
New Mexico Emergency Medical Services Conference
Canadian Association of Fire Chiefs
New Mexico Association of Purchasing Agents
New Mexico City Clerks Association
Gerald Champion Regional Medical Center
Western Regional Emergency Dispatcher Conference
New Mexico Emergency Dispatcher Conference
New Mexico Municipal League

The RAD Group

Courses taught:
Crucial Conversations
Crucial Confrontations
Supervisory Management

Compliance Safety

Courses taught:

Fall Protection	H2S – with fit test
HazCom	Fork Lift Certification
Job Safety Analysis	IADC Rig Pass
HazWopER	Ladder Safety
Electrical Safety	Medic - First Aid/CPR
Lock Out – Tag Out	Scaffolding
Fire Safety/Hot Work	NORM / Benzene
Defensive Driving	Confined Space Entry
Back Safety	Hazard Recognition
PPE	

Current and Former Safety Clients:

McVay Drilling – Annual Rig Pass training, First Aid/CPR, Drilling Rig inspections, Consulting. Workbooks, Helped McVay qualify for the NM OSHA Safe Site Program – They are the only company to qualify in SE NM.

Yates Petroleum – Monthly safety training – four locations, rig inspections, consultation

Chesapeake Energy – Rig inspections

CRI Holdings LLC – Monthly safety training, site inspections, consultation. (E & P waste disposal)

Steve Kent Trucking NM – Monthly training, Workbooks, Consultation. (Water hauler, Hydro Excavation, Tanks)

LOBO Trucking - Monthly training, Workbooks, Consultation. (Water hauler, Tanks)

Carlsbad Insurance Agency – Consultation on safety and management. Clients include: roustabout services, drilling companies, convenience stores/fuel sales

Wallach Concrete - Monthly safety training, site inspections, consultation – three locations

Capitan Chemical - Monthly safety training, blending facility inspection, consultation. (Production/treating chemicals)

RWI Construction - Monthly safety training, consultation. (Roustabouts, dirt crews, welders)

DCP Midstream – HazWopER training – Three locations

Lariat/Sandridge Energy – Consultation, workbooks, inspections

Hungry Horse Environmental - Monthly safety training, consultation

Rice Operating – Annual sexual harassment training

Young's Mobile Homes – Customer Service

Norton Energy Drilling - Annual Rig Pass training, First Aid/CPR

Drilling Companies Inspected:

McVay Drilling

Patterson/UTI

Patriot Drilling

Lariat Drilling

Capstar Drilling

United Drilling

Latshaw Drilling

Silver Oak Drilling

JW Drilling

Products developed for clients include, safety manuals, policies and guidelines manuals, JSA's for the drilling industry, Near Miss, and hazard recognition workbooks.

Kelly Tooker

1202 West Cochiti Hobbs, NM 88240

575.631.8319

kellytooker@msn.com

Core Competencies

- Oil and Gas Industry Knowledge and Experience
- Experienced Technical Trainer
- Coordinates and Completes Tasks
- Dependable Self-Starter with Ability to Work Well as a Team Member
- Customer Service Oriented
- Integrity and Sense of Responsibility
- Excellent Electro/Mechanical Skills
- Determination to Continuously Seek Improvement in Areas of Responsibility

Experience

Director of Oil and Gas Technology

2013 to Current Hobbs, NM

New Mexico Junior College

- Continuously improve oil and gas curriculum to provide high quality skills training to area workforce.
- Teach oil and gas classes with expertise and enthusiasm.
- Seek new industry partners and work closely with existing partners.
- Build, maintain, and upgrade the NMJC Oilfield Training Ground.
- Coordinate training with all team members.
- Recruit students to the NMJC Oil and Gas Technology program.
- Participate in industry events as an oil and gas professional representing NMJC.
- Maintain current knowledge of technology advances.

Managing Partner

2012 – 2013 Hobbs, NM

Tooker Property, LTD

- Managed personal oil and gas, agriculture, and rental properties.
- Transitioned business to operate autonomously.

Technical Manager

1991 –2012 Hobbs, NM

Baker Hughes (purchased BJ Services, Western Company, Unichem)

- Successfully managed business unit consisting of over 60 employees.
- Provided training, troubleshooting, and expertise for employees and customers throughout the U.S.
- Recognized as “Key Performer” in 2010 during the Baker Hughes/BJ Services transition.
- Successfully prepared, presented, and implemented quarterly financial plans.
- Received the “CEO’s Safety Award” in 2008 for long-term business unit safety perfection.
- Recognized as “The Best District” in 2006 for operational performance.

Technical Specialist

1986- 1991 Hobbs, NM

Hercules/Betz

- Developed expert knowledge in oilfield water chemistry through training and experience.

District Engineers/Field Manager/Station Manager

1981 – 1986 Midland, TX

- Designed and pumped over 500 cement, acid, and fracturing treatments.
- Responsible for technical training and support in Permian Basin.

Education

Bachelor of Science in Petroleum Engineering Texas Tech University

May, 1981

Jeffrey D. Walker
112 West Vega Drive
Hobbs, NM 88240
575-390-5485
ladonnajeff01@yahoo.com

Qualifications

Retired after 20 years 3 months as a Law Enforcement Officer
20 years Certified New Mexico Law Enforcement Officer (certification number 95-0117P)
2 years with the Lea County Sheriff Department promoted to Patrol Sergeant
2 years with the New Mexico Motor Transportation Police/NMDPS
13 years with the Hobbs Police Department
3 years with the Las Cruces Police Department
17 years Adjunct Instructor with the Southeastern New Mexico Regional Law Enforcement Academy (New Mexico Junior College)
22.5 years with the New Mexico Army National Guard retired as Platoon Sergeant
Police Radar/Lidar Instructor
DWI/SFST Master Instructor
Police Driving/Emergency Vehicle Operations Instructor
4x4 Driving Instructor
Traffic Crash Reconstructionist/Crash Investigator
Uniform Crash Report Form Instructor
General Police Instructor
State of New Mexico DWI Oversight Committee Member
Member of Lea County DWI Advisory Board
Past Secretary for Lea County Communications Authority Board (911 Dispatch Center)

Education

Graduated US Army Basic Combat Training- August 1990
Graduate Portales High School- May 1991
Graduated US Army Chaparral Guided Missile System Crewmember School- September 1991
Graduate 25th Las Cruces Police Academy- February 1995
Completed IPTM At Scene Crash Investigation- October 2000
Completed IPTM Advanced Crash Investigation- November 2000
Completed IPTM Basic Crash Reconstruction- December 2000
Completed DWI/SFST Instructor Course- August 1999
Obtained DWI/SFST Master Instructor Certification- March 2011
Completed Scotti School Driving Instructor Course
Completed Radar/Lidar Instructor Course
Completed Police Motorcycle Operator Course (El Paso PD)- June 2001
First Line Supervisor through Law Enforcement Technologies- Ruidoso, NM
Numerous Highway Drug Interdiction Course to Include Desert Snow
Uniform Crash Report Instructor Course
Completed FBI Instructor Development Course- February 1997
New Mexico Department of Health Intoxilizer 8000 certification – Certification number 1502
Certified North American Standard (Commercial Vehicle Safety Alliance) Inspector
General Hazmat Certification in USDOT
Hazmat Cargo Tank/Bulk Hazmat Certified Inspector

Radiological Transportation/Inspector Certified through Commercial Vehicle Safety Alliance and US DOT

Field Training Officer Certified through Hobbs Police Department

Primary Non Commissioned Officer Leadership Development Course (PLDC) for US Army

Basic Non Commissioned Officer Course (BNCOC) Phase 1 and 2 for US Army

US Army Engineer Heavy Equipment Operator Course- Ft. Leonardwood, MO

Selective Traffic Enforcement Program (STEP) July 2014

Over 1000 hours of advanced training related to Law Enforcement

Safeland Certified through Energy Training Counsel (ETC) Certification Number ETC506000011

April 2015

Safeland Certified Instructor through Energy Training Counsel July 2015

Hydrogen Sulfide Gas (H₂S) Instructor July 2015

Relevant Experience

March 21, 2016 to Present New Mexico Junior College

Hired as the Coordinator of Transportation Training. Responsible for overseeing the Commercial Driver License training and testing, Drivers Education, Defensive Driving, and DWI Education. Duties include but are not limited to ensuring that all Instructors are abiding by the guidelines set forth in each of the areas that are being taught, ensuring that all classes scheduled have available and adequate number of instructors, ensure that classes are scheduled and filled by students, provide information on classes that are offered to potential students.

July 8, 2015 to March 14, 2016 Nova Services

Served as DOT Compliance Manager for company specializing in oilfield services. Responsible for ensuring that all Commercial vehicles and drivers were in compliance with Federal Motor Carrier Safety Regulations and state and local laws pertaining to Commercial Motor Vehicles. Facilitated weekly driver safety meetings covering various topics ranging from but not limited to Vehicle Inspection, safe winter driving, cargo securement, etc. Due to slow down in oilfield production and company lay offs, I was assigned an additional duty of Safety Representative. Responsible for ensuring that all employees received proper OSHA training and conducted random safety inspections in both the field as well as in the yard. Conducted new employee OSHA required training, New DOT Driver Training, Hazmat Awareness Training, DOT Hazmat Employee Training and various other safety related trainings.

June 25, 2013 to May 30, 2015 Lea County Sheriff Department

Retired as Patrol Sergeant. Responsible for day to day patrol operations and investigations of criminal activity. Respond to calls for service and conduct relevant on scene and follow-up investigations up to and including the filing of criminal charges against suspects. Perform traffic related enforcement on traffic ways within the county. Investigate industrial accidents to determine cause and eliminate any criminal activity. Process and photograph crime scenes and examine various types of evidence. Assist with the classroom and field training of Deputies to maintain required advanced training. Serve on the Department Honor Guard. Assist Honor Guard Coordinator with functions related with Honor Guard activities. Supervise Patrol Shift consisting of 3-5 Deputies including approving submitted criminal and non-criminal reports. Responsible for the supervision of patrol shift in providing public safety to the citizens of Lea County which encompasses approximately 1500 square miles. Coordinate special Traffic Safety Grants and activities using State Grant funding for DWI Enforcement and Selective Traffic Enforcement

Programs. Also responsible for providing mandated training to all Law Enforcement and civilian personnel as needed. Trainings included but not limited to DWI/SFST, Emergency Vehicle Operations, Blood Borne Pathogens, Safe Pursuit Act, Domestic Violence, Patrol Operations, and many others.

June 20, 2011 to June 23, 2013 New Mexico Motor Transportation Police/NMDPS

Assigned as Patrol Officer in District 3 consisting of Lea, Eddy, and Chaves Counties. Primary responsibilities included Enforcement of Commercial Vehicle Federal Motor Carrier Regulations, conduct United States Department of Transportation (USDOT) inspections of Commercial Motor Vehicles both roadside and at fixed locations. Required ability to work unsupervised and without immediate back up available. Once certified as Radiological Shipment Inspector, conducted Level 6 Radiological Inspection of Nuclear Waste shipments entering the state of New Mexico en route to the Waste Isolation Pilot Plant (WIPP) to ensure safe operation and no danger to the environment.

Additional duties included being assigned to the New Mexico State Police/NMDPS Crash Reconstruction Unit. Assigned as Lead Investigator or Assistant in the reconstruction of high profile or significant fatal motor vehicle crashes throughout the state. Investigations included the use of Global Positioning System mapping/diagramming program, scene photography, and use of reconstruction mathematical formulas to develop evidence used in the prosecution of persons charged with motor vehicle/criminal acts. Served as Field Training Officer (FTO), training new officers to become knowledgeable and proficient in New Mexico State Statutes and Departmental Policies as well as officer safety.

Conducted numerous safety meetings for various oilfield companies regarding DOT regulations and other highway safety related topics. Also served as an advisory member of New Mexico Service Transmission Exploration Production and Safety (STEPS) program related to oilfield safety and OSHA compliance.

Assisted in Safety Compliance Audits with various Trucking Companies to educate and ensure companies are abiding with the Federal Motor Carrier Safety Regulations (FMCSRs). Composed numerous Public Safety Announcements (PSA) regarding safety of and around Commercial Motor Vehicles. PSA's were to be used all over the State of New Mexico on various radio stations.

Was in process of becoming certified as Emergency Response Officer (ERO) for the response of HAZMAT incidents which were normally handled by New Mexico State Police. Received training in the recognition of types of Hazardous Materials and appropriate action needed to clean the area contaminated.

January 30, 1998 to June 20, 2011 Hobbs Police Department

Assigned as Patrol/Traffic Officer. Responsible for day to day patrol operations including the investigation of various crimes committed. Respond to calls for service. Responsible for the investigation of traffic crashes, traffic enforcement, STEP plans targeting high crash areas and reducing the number of crashes in the those areas. Available for call out on serious injury/fatal traffic crashes. One of three Crash Reconstructionists. Also responsible for the follow-up investigation on hit and run crashes. Investigate felony and misdemeanor crimes and prepare and present courtroom testimony. Serve as Acting Supervisor in the absence of the Supervisor. Responsible for Departmental training in the areas of DWI/SFST refresher, Radar/Lidar, Emergency Vehicle Operations (including Safe Pursuit Act), Served as Field Training Officer for new recruits, Honor Guard Coordinator. Also served on the New Mexico DWI Oversight

Committee. The DWI Oversight Committee is responsible for the standards of training related to the basic DWI Curriculum and to Instructor Certifications and Revocations.

December 15, 1989 to June 2012 New Mexico Army National Guard

Retired as Platoon Sergeant (E7) for Horizontal Engineer Company. Responsible for the safety, training, and well being of 40-45 soldiers assigned to Platoon. Also responsible for the maintenance and accountability of over \$5,000,000.00 worth of heavy construction equipment and other pieces of military equipment. Served as Platoon Sergeant in Operation Enduring Freedom (Afghanistan from May 2009 to May 2010) earning the Bronze Star Medal. Also served in Operation Noble Eagle as Missile Site NCOIC in defense of the National Capital Region (Washington DC). Completed Primary Leadership Development Course, and Basic Non-Commissioned Officer Course Phase 1 and 2 designed to train and develop leaders for the U.S. Army. Also served as the Law Enforcement Liaison between the New Mexico National Guard Counterdrug Task Force and the Southern New Mexico Drug Task Force in Deming, NM. Responsible for coordinating military assistance to various local, state, and federal Law Enforcement Agencies in the area of narcotics enforcement.

April 1998 to Present Southeastern New Mexico Law Enforcement Academy (NMJC)

Adjunct Instructor. Serve as the primary Instructor in the areas of DWI Enforcement, Traffic Crash Investigation, Occupant Protection, Uniform Crash Report Form, Traffic Enforcement Strategies, Motor Vehicle Code, and Emergency Vehicle Operations. Have instructed these courses to well over 1000 Police Recruits.

February 1995 to January 1998 Las Cruces Police Department

Graduated from the 25th Las Cruces Police Academy assigned to Patrol. Successfully completed the 14 week Field Training and Evaluation Program. Served as a Patrol Officer responding to calls for service, investigating criminal activity from petty misdemeanors to violent felonies. Some areas include traffic enforcement, DWI Enforcement, crash investigations, domestic violence investigations, etc. Served as a School Resource Officer Assigned to Las Cruces High School. Provided Law Enforcement Service to School Officials as well as patrolling the school grounds in a proactive manner to prevent criminal activity.

November 1994 to February 1995 25th Las Cruces Police Academy

Received training related to field of Law Enforcement. Areas included but not limited to include, Ethics, Police Report Writing, Note Taking, Physical Fitness, Criminal and Traffic Law, Community Policing, DWI Enforcement, Traffic Crash Investigation, Criminal Investigation, Radar, Domestic Violence, Firearms, Defensive Tactics, Police Driving, Prepare and Present Courtroom Testimony, and numerous other topics. Passed the New Mexico Police Officer Proficiency Test with a 78%.

References Available Upon Request

▶ Christopher Brian Zimlich

2131 N. Gary Lane
Hobbs, New Mexico 88240
Phone: 505-710-8753
E-mail: cbzim81@yahoo.com

Objectives:

I am a consistent, hardworking, dependable, highly motivated individual. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a positive and productive environment.

Education:

New Mexico Junior College-Instrumentation & Control Program (February, 2016/June, 2016)

Master Certificates:

- ▶ Core Knowledge
- ▶ Electrical Maintenance Technician

Brown Mackie College (January, 2012/June, 2012 Business Management)

Completed Course Work:

- ▶ Intro to Business
- ▶ Professional Development
- ▶ Psychology

Francis Tuttle Technology Center (November, 2010/June, 2011 Instrumentation & Controls Program)

Completed Course Work:

- ▶ Electromechanical Motor Controls
- ▶ Industrial Electricity
- ▶ Industrial Electronics
- ▶ Industrial Mechanics

Fundraiser Chairman for the Francis Tuttle ISA Chapter

Experience:

Contract Instructor for Instrumentation and Controls

(June, 2016 – Present) New Mexico Junior College

Plan, prepare and deliver instruction of assigned courses using a variety of teaching methods to facilitate student learning. Develop, update, revise and maintain all program curriculum and instructional material. Serve as student advisor, including academic advising and providing support to assist in the achievement of learning and career goals.

Lead Maintenance Technician

(October, 2015 – July, 2016) RMS Foods Inc.

I performed routine and preventative maintenance on a variety of industrial machines. Troubleshot electrical problems such as bad connections on wire terminals, replace bad sensors and bad circuit boards. I also troubleshot mechanical issues such as, bad bearings, worn out shafts, wobble on motors. I also trained newly hired employees on workflow processes and also how to properly operate and repair/maintain all machinery in the facility.

Appliance Repair Technician (April, 2015 – October, 2015)

Self Employed

Fixed and repaired various makes and models of used washers/dryers by troubleshooting electrical and mechanical problems such as, bad circuit boards, missing belts, bad motors, thermos switches, etc.

Service Technician (November, 2013 – April, 2015)

Martin Ray Laundry Systems, Inc.

Diagnosed and repaired commercial laundry equipment. Scheduled appointments for new and existing clients to install and repair equipment when timing was most convenient for clients. Also I performed routine maintenance of all equipment and kept up with all the equipment to make sure it was fully functioning.

Service Technician (April, 2013 – November, 2013)

A&E Factory Services- Sears

Diagnosed and repaired washers and dryers, assisted other technicians with other in home appliance repairs when needed, communicated with customers to schedule a time to arrive at their home which was also coordinated with management for routing.

Shop Manager (August, 2001 – September, 2005 and October, 2012 – April 2013)

Reputable Plumbing and Heating

Made sure inventory was stocked and accounted for, helped plan scheduled appointments for employees to complete, made sure vehicles were stocked and maintained, I was also responsible for customer billing, and maintained all heavy equipment safety instruction and operation.

Shop Hand (June, 2012 – October, 2012)

Mathena

I broke down oilfield equipment which was serviced and rebuilt for general maintenance.

Store Manager (June, 2011 – June, 2012)

Diamond Zorn Rentals

Wrote up contracts for customers and also showed customers how to use rental items such as backhoes, track hoes, trenchers, large air compressors, skid steers, jack hammers, and various types of power and hand tools. All the above mentioned equipment was also fixed and repaired by myself.

Locator (February, 2010 – December, 2010)

USIC

Located and marked underground utilities also communicated with contractors.

Installer (February, 2010 – May, 2010)

DigiComm

Located, repaired, and replaced cable and provide excellent customer service. I was also responsible for complete installation process for phone, cable, and internet.

Installer (August, 2009 – January, 2010)

DirectTV

Inspected, installed, and completed all troubleshooting and repair of satellite systems.

Driver (February, 2009 – May, 2009)

Teimens Trucking

Inspected truck, trailer and load, planned route, and provided safe and timely deliveries.

Driver (September, 2008 – February, 2009)

C.R. England

Inspected truck, trailer and load, planned route, and provided safe and timely deliveries.

Bartender (December, 2005 – August, 2009)

Lonestar Saloon

Provided excellent customer service by providing customers with drinks and was also responsible for organizing all entertainment for customers to enjoy. I made sure that all monies were accounted for

Shop Supervisor (September, 2005 – September, 2008)

Sierra Woodworking

Managed inventory and work orders, trained new employees, frequent QA inspections for shipping and receiving.

Ricardo Paz- CDL Instructor

Experience:

New Mexico State Police Officer- 10 years- Served as Uniformed Patrol Officer and Narcotics Investigator working undercover operations.

Lead Safety Consultant for Yellow Freight Lines – 10 years- Responsible for training new drivers as well as ensuring that company was in compliance with Federal Motor Carrier Safety Regulations.

Lead Driver/Trainer for United Parcel Service- 25 years- Drove dedicated routes in large Tractor Trailer vehicles hauling freight from regional facility in Lubbock, TX to Hobbs, NM. Trained new drivers in company policies as well as in the safe operating procedures required by United Parcel Service.

Private Investigator- 15 years- Owned and operated Private Investigator Practice working for various Commercial Businesses and Private Attorneys to help build cases both in criminal and civil matters resulting in large settlements.

ROGER A. GIDDENS

234 Jefferson Rd
Adel, Ga. 31620

229-896-3393 Home
229-507-5158 Cell
Roger62172@aol.com

OBJECTIVE

A position with a growing company that will allow use of my skills with an opportunity for advancement.

EXPERIENCE

- TM Poly Film Inc** **2009-present** **Valdosta, GA**
Maintenance Tech / Assistant Project Manager
-designing and leading a team to build machinery to fit production needs
-designing CAD drawing for new and existing machinery
-perform electrical repairs for plastic extrusion equipment
-programming new and online editing for existing Mitsubishi PLC base machinery
-building electrical panel for drives, winders, unwinds, nips, folder, and printers
- BH Electronics Inc** **2008-2009** **Nashville, GA**
Engineering / R &D Department
-design CAD drawings and wire cut files for boats range from 18' to 40' (cabin & non-cabin)
-maintaining changes and update to CAD drawings
-designing new harness for new models
- Prestolite Wire Corp.** **2006-2008** **Tifton, GA**
Maintenance Tech/ Equipment Programmer
-perform all plc-programming changes
-travel to Mexico for plc training and troubleshooting at sister plant
-moving and plc networking (DH-485) of machines
- Firstline Corporation** **2001-2006** **Valdosta, GA**
Industrial Electrician / Maintenance Supervisor
- perform electrical installations and repairs for plastic extrusion equipment
- supervise and assigns the work of maintenance employees, inspects work for completeness
- coordinate and maintain electrical, mechanical, and plumbing installs and upkeep

EDUCATION

- Moultrie Technical College** **2004-2007** **Tifton, GA**
Programmable Logic Controllers (PLC's) & Advance PLC Training
- completed certificate program
- competencies include
Relay Instructions Timers & Counters
File Shifts Digital Controls
Analog Controls HMI Touch Screen Programming
- Valdosta Technical College** **1999-2001** **Valdosta, GA**
Industrial Electrical Technology Diploma
- completed diploma program
- competencies include
AC & DC Circuits Residential & Commercial Wiring
Electrical Controls Motor Controls
Variable Speed Drives Basic PLC's

SKILLS

- Design electrical drawings with AutoCAD
- Programming using Allen Bradley PLC's
- Mitsubishi PLC programming
- Red Lion HMI Programming
- Panel building
 - Crimson 2 & 3 Software Mitsubishi PLC Software GX Developer
 - RSLogix 500 RSLinx Communications
 - AutoCAD Banner E-Stop Modules
- 516 Programming Temperature Controllers
- 517 Installation and Troubleshooting Electrical and Electronic Systems
- 518 Process Control and Instrumentation
- 519 AC and DC Motors and Controls
- 520 Variable Speed Drive Installation and Programming

REFERENCES

Available upon request