
EMERGENCY MANAGEMENT SPECIALIST RESUME

Summary:

A professional and a specialist with extensive experience in disaster preparation; coordinates disaster response or crises management activities; has conducted surveys to determine the types of related-emergency needs; has effectively collaborated with people from different areas and industries, as well as local government officials and other institutions in the event of natural disasters or other emergencies; has created designs and administered emergency preparedness training courses for various groups.

Professional Experience:

Emergency Management Specialist August 2001 – Present
Florida Division of Emergency Management

Responsibilities:

- Monitored documentation and recordkeeping to support company compliance.
- Monitored distant short duration projects to see if they are on track with schedule.
- Conducted research and developed drafts related to the area of responsibility.
- Served as a technical resource person for project implementation queries.
- Responded to manager's requirements and timelines.

Supply Management Specialist October 1990 – December 2000
Federal Emergency Management Agency, Washington, DC

Responsibilities:

- Acted as a single point of contact for the supply management department in the planning, initiation and rollout of formal seminars and conferences geared to provide relevant information to a wide group of people belonging to top military and civilian agencies as well as private sectors.
- Analyzed federal agency documentation and inspection of installed supply systems.
- Provided general and specific advice to all Federal Acquisition Services programs.
- Represented the Federal Service in all concerns relating to the provision of supplies to the military and civilian institutions.
- Contacted civilian agencies and military institutions to discuss existing programs.

Fire Management Specialist May 1985 – April 1990
Oregon Emergency Management, Salem OR

Responsibilities:

- Monitored documentation and recordkeeping to support company compliance.
- Monitored distant short duration projects to see if they are on track with schedule.
- Conducted research and developed drafts related to the area of responsibility.
- Served as a technical resource person for project implementation queries.
- Responded to manager's requirements and timelines.

Supply Management Specialist October 1990 – December 2000
Federal Emergency Management Agency, Washington, DC

Education:

1983-1985 Master of Science in Business Continuity, Security, and Risk Management
University of Rochester, NY
1981-1985 Bachelor of Science in Emergency Management
University of Rochester, NY

Skills:

- Good problem solving, analysis and critical learning skills
- Active learning and listening skills
- Clear and effective oral and written communications skills
- Advanced and updated knowledge in computer
- Emergency, disaster recovery and risk management skills

Responsibilities:

Business Continuity Institute, Member
Contingency Planning Association, Member

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