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Education:

Hunter Huss High School, Gastonia, NC.

Academic Center for Latin American Studies, East Carolina Univ.

B.A., Politics, N.C. State University (Albert G Myers Scholarship).

Course in Municipal Administration, Institute of Government, UNC-Chapel Hill.

Real Estate Institute, Babcock Graduate School of Management, Wake Forest University.

Catholic University of America , Washington, D.C. course in political campaign management.

U.S. Office of Personnel Management, Atlanta, GA., courses in Staffing, Advanced Staffing, Position Classification.

U.S. Dept. HUD –Washington/Atlanta/Greensboro, extensive training in Community Development programs, supervisory/management skills, disaster operations, economic development, contracting, financial management.

UNC- Greensboro, have completed about half the coursework for a Masters in Liberal Studies (GPA 3.99).

Various computer classes in computer software such as Word and Excel.

Duke University- have about half the courses required for a certificate in nonprofit management.

Greensboro City Academy, 2006.

Guilford County Citizens Academy, 2013.

Experience:

1971-3, U.S. Dept. HUD, Washington, D.C.- selected as Urban Intern (HQ) – Evaluation Division, Community Planning and Development– did Evaluation studies of HUD programs. Lead person in evaluating the Public Facilities Loan Program. On detail to the U.S. Dept. of Transportation, worked on the National Transportation Study.

Reassigned to Greensboro, NC and worked as a field representative for the Urban Renewal, Water and Sewer Facilities Grant, Neighborhood Facilities Grant, and Public Facility Loan Programs.

1973-74 – City Manager, City of Bessemer City, NC

Chief executive officer of a city of 5,000 people.

Supervised up to 60 employees. Ran water, sewer, natural gas, streets, recreation, police, planning, and several other functions.

Supervised several capital projects including water, sewer, recreation, natural gas.

1974-84 – Community Planning and Development Representative, U.S. Dept. HUD, Greensboro, NC.

Community Development Block Grant Program - Primarily worked on the Entitlement and Small Cities Programs. Was representative to cities such as Greensboro, Winston-Salem, Charlotte, and Wilmington. Also worked on selection of grantees in the Small Cities Program and on the Urban Development Action Grant Program. Monitored expenditures by grantees and helped select recipients.

1984-1999- Administrative Director, U.S. Dept. HUD, Greensboro, NC.

Responsible for human resources (including labor and employee relations), telecommunications, Government vehicles, training, budget, space, equipment, etc. Function similar to a business manager – at times responsible for IT, data management, etc. Supervised a staff of up to 15 people. Set up and serviced disaster and investigation offices. Completely relocated field office twice. Held U.S. Government contracting warrants for administrative and single-family housing funds and was a certifying officer (could certify bills for payment).

1999-2004 – Branch Chief, Administrative Resources, U.S Dept. HUD. In addition to Greensboro Administration, oversaw administrative staff and functions in Columbia, Jacksonville, Orlando, Tampa, Miami, and San Juan. Supervised up to 20 employees. Lead person for several office relocations. Oversaw disaster operations and assisted in special projects such as urgent staffing. Position was assigned to Atlanta but I was permitted to work from Greensboro.

12/31/2004-Retired.

## Other experience:

(Had to jettison many volunteer activities due to large amount of travel beginning in 1999 as a Branch Chief)

Former Chairman several years (previously Vice-Chairman), Greensboro Minimum Housing Code Commission (term limited).

Former Chairman, Greensboro Housing Coalition (also 2 years as Treasurer). Returned to Board of Directors in 2013.

Secretary, Guilford College Kiwanis Club, ongoing.

Former Guardian ad Litem (volunteer to juvenile court) several years.

Former President, National Association of Retired Federal Employees, Greensboro Chapter (former 1<sup>st</sup> vice president).

Former Regional Vice President, National Association of Retired Federal Employees.

Elder (inactive) and former treasurer, Faith Presbyterian Church.

Former board member and treasurer, Presbyterian Counseling Center.

Former board member, Piedmont Irish Children's Program (Program folded as the peace process had some success in Northern Ireland).

Host family, Piedmont Irish Children's Program (5 children).

Former CPR/first aid instructor (taught public courses), American Red Cross.

Former youth soccer coach, about 8 years (2 state titles).

Former Boy Scout leader (Cub chairman and treasurer, assistant scoutmaster, assistant District Commissioner, chartered organization representative) – 10 years.

Board Member, Guilford County Board of Adjustment.

Former volunteer driver, Greensboro Senior Wheels.

Volunteer for Food Drives, Greensboro Urban Ministry.

Former officer, American Federation of Government Employees.

Volunteer (Surgical Waiting Desk), Wesley Long Hospital, ongoing.

Terrific Kids program participant (3 elementary schools), Guilford College Kiwanis Club, ongoing.

## Miscellaneous:

Trained and certified as a housing rehabilitation inspector, but have not maintained certification

N.C. Real Estate Broker (could not use due to Federal employment but have maintained license).

Trained as a financial planner – had licenses in insurance and

securities.

Amateur radio operator (life member American Radio Relay League),  
Quarter Century Wireless Association, DX Century Club).