

Senior executive offering over 15 years of top-level management experience directing large, complex organizations. Demonstrated experience in executive decision making, strategic business planning, budget and financial management, regulatory compliance, research and development, auxiliaries operation and risk management. Ability to analyze, organize, and prioritize requirements, and lead cross-functional teams to strategic goal achievement. A proven record streamlining organizations, improving efficiency and cost-effectiveness.

Career Summary

Associate Vice Provost for Finance and Administration of Undergraduate Education Stanford University, Stanford, CA (2013-present)

- Led cross-university working group examining strategic plans for academic programming in the residences. Created a new unit focused on residential and community building academic programs and an oversight governance board of five key Vice Provosts. Repurposed over \$200,000 to support new priorities without need for a general fund ask.
- Stewarded \$60,000,000 operating budget for undergraduate education. Worked with Office of Development to repurpose over one million dollars in restricted funds to support academic programs. Successfully constructed business cases securing general funds for two additional academic advisors and follow-on funds for first generation student onboarding program.
- Implemented new performance management system aligned to salary setting for 110 staff. Created first tiered compensation system for lecturers that became the University model.
- Negotiated \$5,000,000, eight-year lease of 6,000 sf office in Manhattan facilitating prime location for new Stanford in New York program. Achieved reduction in required lease term and auxiliary expenses along with cost-free tenant improvements. Authored financial proposal to secure President's and donor funding totaling \$9,000,000 for pilot program.

Program Analyst - Naval Air Forces Pacific, San Diego, CA (2012-2013)

- Conducted Lean analysis of manpower, training and logistics operating processes producing corporate level policy changes that improved aircraft carrier readiness reporting.
- Led software development group automating aircraft carrier training measures of effectiveness, streamlining requirements, improving user interfaces and refining data base relational computations. Saved \$80,000 on a \$2,000,000 contract in less than a year.

Commanding Officer - USS ESSEX, USS BONHOMME RICHARD, San Diego, CA (2010 – 2012)

- Command of one of the nation's nine amphibious assault aircraft carriers (41,000 tons) deploying 1,800 Marines, 40 aircraft and 2 heavy lift hovercraft. Led 16 direct report departments executing a \$31,000,000 operating budget for a floating city of 3,000 people with a hospital, security and fire department, an airport, IT infrastructure, public works, dining, residential and auxiliaries. Recognized two consecutive years as Pacific Fleet's most mission effective, cost efficient ship.
- Spearheaded \$147,000,000 ship dry-dock overhaul, the largest ever attempted in San Diego, creating a strategic partnership of contractor, government and uniformed teams conducting facility upgrades, extensive corrosion treatment, engineering overhaul and systems restoration. At the time, the only large ship overhaul completed on-time, on budget in the last 5 years.

Operations Manager - US Northern Command, Colorado Springs, CO (2007 – 2010)

- Directed a 40-person rapid deployment team providing information synchronization and inter-agency coordination deployed to national special security events and natural disasters.
- Expert on homeland security, consequence management, and continuity of operations.

Charles E. Litchfield

Commanding Officer - Helicopter Squadron, Mayport, FL (2004 – 2007)

- Directly responsible for development, teamwork, productivity and mission accomplishment of 350 personnel deploying 14 maritime helicopters worldwide. Earned Atlantic Fleet award for operational excellence and cost efficiency executing a \$2,000,000 operational budget.
- Earned two consecutive Sikorsky Maintenance Awards for the most efficient, highest quality, helicopter maintenance program in the Navy.

Financial Analyst / Budget Programmer - Chief of Naval Operations Staff, Pentagon, VA (2002-2004)

- Managed \$205,000,000,000 naval aviation multi-year budget preparation supporting five year defense plan and execution year presidential budgets for 2003 and 2004.
- Provided concise analysis and funding recommendations for 20 major aviation acquisition programs valued at \$93,000,000,000.
- Led a 30 person, multi-service process innovation team to reorganize aviation budget programming based on capabilities eliminating redundancy and saving over \$200,000,000.

Other Work History

Experimental Test Pilot, Patuxent River, MD (1997-1999)

United States Naval Officer (1988 - 2013)

Education

MBA, Distinguished Graduate, University of Colorado, Colorado Springs

MS, Aeronautical Engineering, Naval Postgraduate School

BS with Merit, Systems Engineering, United States Naval Academy

Stanford Leadership Academy

University, Professional and Community Involvement

Stanford University Manager's Group, Chair (2015 and present)

Stanford Pre-major advisor to Veteran Undergraduates

Society of Experimental Test Pilots

Veterans of Foreign Wars

Assistant Scout Master, Boy Scouts of America, Troop 149