

February 22, 2009

To Whom It May Concern:

The accompanying resume' is provided in hopes of securing a senior management position with a reputable company.

My resume' demonstrates I have a multitude of experience in leadership, management, budgeting, customer service, strategic business planning, communications and security. I am also computer literate.

My strengths include a great deal of knowledge in Equal Opportunity issues, hiring and firing procedures, working with unions, and the mediation and arbitration process. As a result, I would make an excellent Human Resources Manager. However, I am open to other opportunities.

As a highly motivated job-seeker, I look forward to using my experience to enhance the productivity of your company.

Sincerely,

Tonya Concannon

Enclosure: Resume'

Tonya Concannon

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SUCCESSFUL LEADER, MANAGER, AND DECISION MAKER

Objective: Senior level management position

Years of experience in leading teams to productive goals. Organized, trained, led and supervised up to 1900 people, both military and civilian to meet the needs of the command. Most successful in the following areas:

- Communications - Leadership - Budgeting/Financial Management
- Personnel Management - Customer service - Strategic Business Planning

RECENT ACCOMPLISHMENTS

2003 - Present

A highly experienced partner in sales of printing and promotional items to corporate businesses. Proven communications and sales skills. Volunteer Mediator.

PROFESSIONAL EXPERIENCE

Commanding Officer of Naval Station Ingleside (Navy Captain/Grade 06)

2001 - 2003

- As Base Commander, successfully integrated an addition of 99 security personnel following the incidents of September 11, 2001. Base security changed significantly, requiring massive organizational change. Kept a base of 3000 personnel safe.
- Partnered with local Mayors, Police Departments, City Managers, and State Representatives to enhance community relations and educate the public on military business strategies and vision.
- Spoke at numerous community events with tact, poise, and superior speaking abilities.
- Managed \$4 Million budget without overruns. Rebuilt three softball diamonds; budgeted for two years to build a state-of-the-art outdoor running track; and built a new administrative building. Deeply involved in space management.
- Ensured 20 mine warfare ships received pier space, water, telephone service, and electricity.
- Maintained infrastructure for barracks facilities for 600 troops; kitchen facilities for base galley; base roads; numerous base buildings; recreational facilities; and ammunition bunkers.

Director of Installations Management for the Deputy Assistant Secretary of the Navy (Installations and Environment) (Navy Captain/Grade 06)

1998- 2001

- Coordinated with various environmental agencies and groups on important government projects involving Environmental Assessments (EA), Environmental

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Impact Statements (EIS), and other issues relating to the Environmental Protection Act.

- Worked specifically on EIS for home porting a Navy carrier in San Diego and EIS for the bombing range in Vieques, Puerto Rico.

Commanding Officer of Naval Ocean Processing Facility, Whidbey Island 1996-1998 (Navy Commander/Grade 05)

- Led 250 people in processing important classified information concerning anti-submarine warfare throughout the Pacific Ocean, vital to operational Naval Forces.
- Management oversight of contingent of 40 Canadian Naval personnel.
- Managed satellite facilities in Alaska and Hawaii. Led closure of facility in Alaska.

Executive Officer and Commanding Officer of Naval Station Norfolk, Virginia 1994-1996 (Navy Commander/Grade 05)

- Led 1900 people in base operations, including pier logistics for 14 piers in support of 107 home ported ships and submarines at the largest Naval Station in the World.
- Successfully streamlined 25 departments down to seven major departments to form a more cohesive and productive team.
- Realized major accomplishments while managing a \$52 million budget. Built a new pier for ships; built a new barracks for enlisted personnel; and, allowed for base beautification projects.
- Mobilized and guided a response to an emergent repatriation requirement on behalf of service members, their families, and other civilians from Guantanamo Bay, Cuba. Established and operated a Hospitality Support Center in less than 72 hours where more than 1100 evacuees were assisted in a process that included airline ticketing, lodging, child care, pet care, transportation, and hot meals. Received a Navy Commendation Medal for this effort.
- Coordinated with four separate civilian unions and their representatives to maintain excellent relations with civilian workforce on base, and to ensure professional standards and team concept continuity.
- Managed recreational facilities for a base that supported jobs for 56,000 people.

EDUCATION

Certified Mediator and Family Mediator (2004, 2008)
Dispute Resolution Center, Austin, Texas

Master of Science in Public Administration (1995)
Central Michigan University, Mt. Pleasant, Michigan

Bachelor of Arts in Social Work (1976)
Northwestern Oklahoma State University, Alva, Oklahoma

REFERENCES: Available upon request.