

## SECURITY EXECUTIVE | FACILITIES OPERATION EXECUTIVE

**Security-minded corporate executive** – Bringing a wealth of experience in the design of mission-critical strategic and tactical security and safety business plans, and the implementation of systems and policies that ensure the physical security of hundreds of employees, thousands of customers, and multibillion dollars in corporate assets.

**Sought-after team leadership strengths** – Leading teams aligned to the company’s vision and known for decisiveness in the field, delivering on time and on budget, despite rapidly changing priorities and limited resources.

**Multi-site facilities operations expert** – Meticulously monitor buildings to ensure ongoing maintenance and repair of each and continuity of operations.

- Personnel, Corporate, & Public Security Leadership
- Security Strategies | Policy Development Best Practices
- Federal Regulations | Security Technology Solutions
- Risk/Threat Assessment | Operations/Systems Assessment
- Multimillion-Dollar Project Management
- Team Leadership & Development
- Vendor Sourcing, Evaluation, & Management

## PROFESSIONAL HIGHLIGHTS

### BANK OF ANDERSON | NH • 2000 – 2018

Senior Vice President, Security and Facilities (2012 – 2018) | Security and Safety Administrator (2000 – 2012)

Recruited to this executive-level position to develop the operational programs and provide strategic support for security and facilities operations and physical safety initiatives across 27 locations in 2 states, affecting 300 employees. Created strategies to ensure business continuity and to mitigate corporate risk, protect assets, manage vendors, and train staff, adhering to all government banking regulations, including compliance to the Bank Protection Act. Developed and administered a \$1.5M facilities and security budget for this \$1.6B bank and hired, trained, and led a team of 3, defining and developing individual goals to meet the objectives of the bank.

### SECURITY | SAFETY

- Conducted risk rating reviews and threat assessments to evaluate each facility and level of protection needed. Recommended enhancements or upgrades to electronic security systems and equipment, including cameras, alarms, vaults, access control systems, etc., to mitigate risk and protect the facilities, assets, staff, and customers. Led regular safety meetings for staff and senior-level officials.
  - ⇒ Developed and delivered enterprise-wide employee security/safety programs, including Personal Protection, Bank Robbery Walk-Throughs, Violence in the Workplace, CPR, and AED classes.
  - ⇒ Conducted emergency event simulations, including bank robbery and fire evacuation scenarios, to test the protocols, procedures, and responses of the staff.
  - ⇒ Saved thousands of dollars annually by leading successful fraud investigations and by moving access code/security card generation in-house to restrict/grant access to employees.
  - ⇒ Purchased AEDs for all bank locations and implemented monitoring and maintenance programs.
  - ⇒ Collaborated with insurance providers to reduce premiums based on reduced risk to the bank.
  - ⇒ Authored a security and safety newsletter, providing timely information on security topics and seasonal safety advice.
  - ⇒ Negotiated multiyear bank-wide contracts for both physical/security and alarm monitoring.

### FACILITIES MANAGEMENT

- Assumed additional responsibilities for facilities management, maintaining daily operations of the 27 facilities to ensure business continuity and that infrastructures and services met the needs of the staff and customers. Administered facility budgets, reviewed and expedited work orders for repairs, and paid bills associated with the daily operations of the facilities. Assessed each location and developed maintenance schedules. Negotiated and maintained seasonal, annual, and multiyear vendor contracts for interior

and exterior maintenance, and ensured services were performed to contract specifications and billing was appropriate.

Career Advantage

## PROFESSIONAL HIGHLIGHTS (Continued)

- ⇒ Improved efficiencies by instituting a security and facilities management work order system to prioritize projects and developed metrics to track performance.
- ⇒ Spearheaded large-scale, multimillion-dollar building and remodeling projects, including the construction of 9 new banking offices from inception to certificate of occupancy. Collaborated with architects, released RFPs, selected vendors, administered budgets, and leveraged value engineering principles to manage each phase of the project with a focus on cost savings. Coordinated the installation and operation of security systems.

FIRST BANK | NH • 1996 – 2000  
 BANK OF STATE | NH • 1991 – 1996

Assistant Vice President and Security Officer

Brought on board to manage the physical security for \$21B in assets, 100+ retail locations, and 1,500+ employees. Administered a \$1M security budget for the purchase and maintenance of state-of-the-art security systems and investigated fraud.

- Authored, implemented, and updated corporate security manuals.
- Designed, negotiated, and administered a 4-state, 1,800-hour-per-week, \$1.2M guard contract and alarm monitoring.
- Conducted more than 4,000 internal and external investigations with average recoveries of \$200K per year.

*Additional experience includes position of Police Officer for the City of Bedford, New Hampshire Police Department.*

## PROFESSIONAL DEVELOPMENT

EDUCATION	<b>Bachelor of General Studies in Security Management</b> , State College   Bedford, NH <b>Associate of Science Degree in Criminal Justice</b> , City College   Millview, NH
TRAINING	Leadership and Management • Fraud Database Management • Microsoft Office Numerous Security Courses, including Asset Protection • Active Shooter • Violence in the Workplace Babson College Command Training Institute, Wellesley, MA
CERTIFICATIONS	<b>Certified Active Shooter Instructor</b> , Advanced Law Enforcement Rapid Response Training (ALERT) <b>Certified Fraud Examiner (CFE)</b> , Association of Certified Fraud Examiners <b>Certified First Responder</b> , National Safety Council
AFFILIATIONS	<b>Member</b> , American Society for Industrial Security <b>Member</b> , State American Society for Industrial Security <b>Member</b> , Association of Certified Fraud Examiners <b>Board Member</b> , Bedford Endowment Educational Foundation <b>Member</b> , National Safety Council – Past Member <b>Member</b> , National Association of Chiefs of Police – Past Member <b>Treasurer</b> , Greater Bedford Crime Line Executive Committee (Until 2017)
ACCOLADE	<i>“He is attentive to budget preparation and ensuring that expenses for the fiscal year are at - or below - budget.”</i> – SHANNON P., SVP CHIEF RISK OFFICER, BANK OF ANDERSON