
Sean Derek Golliher

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Country of citizenship:

United States of America

Veterans' Preference:

10-point preference based on a Veteran's Administration determination that I warrant at the present a compensable service-connected disability of 30 percent.

Objective:

To work my way up to Full Professorship and eventually to Management.

Education:

Thunderbird School of Global Management Glendale, AZ

2011-2013

Major: Distance Learning MBA program in Global Management

Relevant Coursework, Licensures and Certifications: Global Business Leadership, Business and Managerial Communications, Accounting, Financial Accounting, Global Political Economy, Financial Management, Global Financial Management, Marketing, Competitive Strategy, Global Strategy, Operations Management, Negotiations, Cross-Cultural Communications, competing through People, Global Leadership, Managerial Decision Making, Data Analysis, and Regional Business experiences: Europe and South America.

Arizona State University Tempe, AZ

2001-2004

Major: Aerospace Engineering

Minor: Mathematics

Relevant Coursework, Licensures and Certifications: Dynamics, Statics, Calculus, Chemistry, University Physics, Modern Physics, Material Engineering sciences.

Northern Arizona University Flagstaff, AZ

Bachelor of Science, Hotel Restaurant Management, Dec 2007

Major: Hotel Restaurant Management

Minor: Business Management

GPA: 3.77 out of 4.0

Major GPA: 3.89 out of 4.0

Honors: Magna cum laude, Dean's List: Spring 2006, Fall 2006, Spring 2007

Relevant Coursework, Licensures and Certifications: Serve Safe Certification.

Defense Acquisition University

Program Manager Certifications 2009-Present

Job Related Training:

Homeland Security Level 1 and 2 certifications. Contracting

Officer Representative Level 2 certification.

DHS Courses:

HS-COTR Contracting Officer Technical Representative

HSAC 101 Homeland Security Fundamentals of Acquisition

HSPM 102 Homeland Security Program Management

AQN 201A Intermediate Systems Acquisition, PTA

AQN 201B Intermediate Systems Acquisition, PT B

APM 250 Homeland Security Program Management Tools

DAU Courses: (Qualify for all 8 PM Level 1 specialties for DoD)

ACQ 101 Fundamentals of Systems Acquisition Management

BCF 102 Fundamentals of Earned Value Management

BCF 103 Fundamentals of Business Financial Management

CLM 029 Net-Ready Key Performance Parameter

CLM 017 Risk Management

CLL 011 Performance Based Logistics (PBL)

CLL 008 Designing for Supportability in DOD Systems

CLE 025 Information Assurance (IA) for Acquisition Professionals

CLC 011 Contracting for the Rest of Us

CLB 016 Introduction to Earned Value Management

CLB 007 Cost Analysis

CON 100 Shaping Smart Business Arrangements

CON 110 Mission Support Planning

IRM 101 Basic Information Systems Acquisition

LOG 101 Acquisition Logistics Fundamentals

PQM 101 Production, Quality, and Manufacturing Fundamentals

SAM 101 Basic Software Acquisition Management

SYS 101 Fundamentals of Systems Planning, Research, Development, and Engineering

TST 102 Fundamentals of Test and Evaluation

CBP Courses:

Basic Budgeting

Briefing Techniques

Clear Writing through Critical Thinking

Creative Problem Solving

Managing Multiple Priorities
Completed Staff Work
MS Excel- Basic and Intermediate

Professional Certifications:

Department of Homeland Security Contracting Officer Representative (COR) Level 2 Certification, May 2012

Department of Homeland Security Program Management Level 1 Certification, November 2010

Department of Homeland Security Program Management Level 2 Certification, May 2013

Employment:**October 2009 to Present**

(As of March 25, 2014, I've been on Federal Workman's Compensation due to incident at work injured my Cervical and Lumbar spinal regions; tore my right shoulders rotator cuff and the superior muscles. I am currently still on Federal Workman's Compensation and an employee of the US Department of Homeland Security.)

Management Program Analyst (Program Advisor), Series 0343, GS 12 step 4

Department of Homeland Security/Customs & Border Protection, Office of Administrations' Strategic Enterprise Programs Division, Washington, DC

Security Clearances:

CBP-Public Trust

Secret Service-Passed/Qualified for TS-SCI (2014)

Duties:

- Serve as an analyst and advisor to management on the evaluation of the effectiveness of government program and operation for the Secure Border Initiative.
- Supports and executes the analysis and reporting process which includes OMB300 and other periodic reporting systems for acquisition snapshot status updates.
- Supports the implementation of a variety of Contracts for Programs impacting the Customs and Border Protection Agency.
- Reviews, analyzes plans to conduct special studies; and evaluates findings.
- Gathers information, analyzes issues, and develops recommendations for management decisions utilizing systems engineering and acquisition lifecycles and related repeatable processes.

- Plans, organizes and directs the development of plans, as well as persuades or negotiates effectively with management to accept and implement recommendations based upon sound analysis.
- Extracts, compiles, and organizes information for use in reports and/or analysis. These include COTR assessment reports and Undefined Contract Action quarterly reports, Workload and Workflow Database reports.
- Participate in Integrated Product Teams (IPT) for implementing, updating, maintaining, and integrating Knowledge Management Systems (KMS) and Document Libraries with our Contracts office and acting as a Liaison to the Program Management Office for their K.MS project to coordinate and integrate their system while maintaining document security for the contract files.
- Maintain, Organize, and Secure the Acquisition Offices' File Room in order to improve file security and to ensure that files are easily accessible for Government Accountability Office (GAO) audits.
- Managing and Administrating Service contracts and Inter-Agency Agreements (IAA).
- Assistant lead to a team to determine viability of existing IAA's. To determine where costs could be cut and where IAA contracts could be combined to reduce workload and to streamline processes.
- Assistant Chaired an office IPT to address SharePoint/Knowledge Management System (K.MS) issues to improve work productivity and to bring current KMS in line with current and upcoming DHS guidelines and policies in regard to architecture, style and content.
- Site Manager for office SharePoint/K.MS site. Including maintaining permissions for the office. Updating the Document Library and revamping the style and content of the KMS for the office.
- Active member of Office of Technology Innovation and Acquisition (OTIA) SharePoint/K.MS Integrated Product Team. Addressing the needs of K.M and to facilitate and coordinate KMS efforts between OTIA and Procurement Directorate.
- Co- Chair OTIA sub-Chair to Share Point IPTs for Records Management/Archiving
- COTR for Millenium and Stratecon contracts.
- IAA tracking and Invoice processing.
- Reports: Workload Database, UCA, COTR assessment, ESC, Task Order Obligation, Staffing, AAP, OCPO, Contract Workload, Workforce Efficiency, Aging Reports, FPDS-NG All Action and UCA reports.
- Process improvement with OTIA for the AAP process.
- Building a training library of all DHS/DAU Program Management classes for Contract Officers/Specialists who want to cross train.
- Knowledge Management improvement from updating and building up the Document Library i.e., IAA, UCA, COTR Assessment, historical documents for the Master Contract for SBI IDIQ contract proposals.
- Procurement KMO on the SharePoint/KMS Project for conversion and upgrade to SharePoint 2.0 and for eventual migration to DHS server.

- SharePoint/KMS Site Owner and Manager for SBI Contracts Division and all other Procurement sites
- Redesign and migrate all SharePoint sites for Procurement to their new location and format for the Procurement Directorate reorganization.
- Customs and Border Protection Systems Administrator for:
 - o Federal Business Opportunities
 - o Federal Procurement Data System-Next Generation
 - o Contractor Performance Assessment Rating System
 - o Past Performance Information Retrieval System
- Inventory Taker and acting Local Property Officer.
- OTIA Moral and Welfare (Monthly Pizza Party) IPT
- Local Records Management POC for CBP Office of Administration
 - o Creating and updating Records schedule according to NARA directives.
 - o Take Physical inventory of all records and ensure all records are on the appropriate schedules and stored accordingly.
- Analyzing and evaluating (on a quantitative or qualitative basis) the effectiveness of line program operations in meeting established goals and objectives;
- Developing life cycle cost analyses of projects or performing cost benefit or economic evaluations of current or projected programs;
- Advising on the distribution of work among positions and organizations and the appropriate staffing levels and skills mix;
- Advising on the potential benefits/uses of automation to improve the efficiency of administrative support or program operations;
- Evaluating and advising on the organization, methods, and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation;
- Researching and investigating new or improved business and management practices for application to agency programs or operations;
- Analyzing management information requirements to develop program or administrative reporting systems including the systems specifications, data gathering and analytical techniques, and systems evaluation methodology;
- Analyzing new or proposed legislation or regulations to determine impact on program operations and management;
- Developing new or modified administrative program policies, regulations, goals, or objectives;
- Identifying data required for use in the management and direction of programs;
- Developing data required for use in the management and direction of programs;
- Developing management and/or program evaluation plans, procedures, and methodology;
- Conducting studies of employee/organizational efficiency and productivity and recommending changes or improvements in organization, staffing, work methods, and procedures;
- Developing procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems such as those designed to prevent waste, loss, unauthorized use, or misappropriation of assets;
- Performing management surveys to determine compliance with agency regulations, procedures, sound management practices, and effective utilization of staff;

- Developing workload based staffing standards to determine organizational manning levels;
- Analyzing and evaluating agency functions and activities being considered for conversion to contract operations;
- Identifying resources (staff, funding, equipment, of facilities) required to support varied levels of program operations;
- Reviewing administrative audit and investigative reports to determine appropriate changes or corrective action required;
- Analyzing and evaluating proposed changes in mission, operating procedures and delegations of authority.

June 2002 to August 2004**Beverage Manager and Food/Beverage Director Pro-Temp****Radisson Resort and Spa of Scottsdale, Scottsdale Az****Duties:**

- Encompass office obligations, including checking budgets, payroll and food order invoices from suppliers.
- Hires and schedules servers, bartenders and other food service employees, assigns kitchen staff to cooking and preparation tasks, and determines service standards for personnel.
- Thorough knowledge of American and ethnic cuisine, food preparation and the costs of purchasing items for particular dishes. Planed menus for restaurants and special events like banquets.
- Ensuring that we were in compliance with all of the national and local laws regarding food safety and preparation, including OSHA regulations, will need to be maintained year-round to ensure that the establishment has satisfied patrons and receives high ratings from local food inspectors.
- Arrange for purchase and maintenance of stoves, ovens, blenders, cutlery and other items needed to prepare food.
- Provides food and beverage services by overseeing all culinary, restaurant, beverage, bar, room service, and banquet operations.
- Accomplishes food and beverage services human resource strategies by determining accountabilities through inspections; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job contributions; reviewing compensation strategies.
- Directs food and beverage services organizational strategies by contributing information, analysis, and recommendations to functional strategic thinking and direction.
- Implements food and beverage financial strategies by anticipating requirements, trends, and variances; developing budgets and capital expenditure plans; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Develops and maintains customer base by designing and placing advertisements; maintaining relationships with tourists and with tourism, convention, and conference developers; inviting local, regional, and national food editors to review food and beverage services and suggesting food and beverage ideas.
- Maintain safe, secure, legal, and healthy work environment by establishing, following, and enforcing sanitation and quality of food and beverage preparation and service standards and procedures; monitoring conformance to the regulations of the alcoholic beverage commission; enforcing sanitation and legal regulations of all kitchens, bars, and service areas.

- Maintain customer satisfaction by investigating and resolving complaints about food and beverage quality and/or service.
- Bonus 2002, Cost Savings
- Bonus 2003, Inspiring staff and Cost Savings
- Bonus 2004, Exceeding Revenue Goals

November 2001 to June 2002**Bartender, Concierge, Night Auditor, Security, and Banquette Beverage Captain**

Radisson Resort and Spa of Scottsdale, Scottsdale AZ

Worked in these positions to learn the various parts of the hotel business in order to have the skill set to move into management of the Radisson Resort.

Security: To Patrolled the various parts of a property; responded to complaints and calls for help; escort unruly patrons from the property; performed surveillance with CCTV cameras to watch numerous locations on the property simultaneously.

August 1996 to May 1997**3C032 - Computer Programmer/Communication Specialist, Airmen First Class**

United States Air Force

Leadership Activities:

2010 - 2014

US Customs and Border Protection

Knowledge Management Officer

- Chaired or Co-Chaired multiple Integrated Product Teams (IPT) to work on addressing all of the following projects.
- Upgrade and modernize our computer networks to perform its tasks without leading to cost overruns due to need for more servers to maintain records and to minimize ourselves from cyber-attacks.
- Maintain the knowledge of the organization
- Train in new technologies and procedures
- Maintain the internal web-based interface software for our Office.
- Retaining and maintaining proper artifacts both physically and electronically in accordance National Archives directives.

2006 - 2008 Club Managers Association of America***Sponsorship and IT Chair***

- Raised funds for the club
- Updated the club website
- Performed as the Vice President (VP) while the VP was on an 8-month internship

Treasurer

- Kept Track of the revenues and expenditures funds of the club and reconciling bank statements.
- Performing the annual budget for the organization.

5/2007- 10/2009

American Legion: Flagstaff, AZFinance Officer

- Formed a Fundraising and Finance Committees for the order.
- Developed and implemented an annual budget for the Post
- Developed and implemented a new way to perform the duties of the post through the installation of a computer system for finances and another for all veterans so they may use it to check their e-mail.
- Reconciled accounts and kept track of the daily activities.

8/1996 – 5/1997

United States Air ForceFlight Commander. Boot Camp (Lackland)

- Acted as liaison between the Drill Instructor and recruits.

Green Rope, Technical School (Kesler)

- Acted as liaison between the Tech. Instructors and the rest of the Airman in my Building.
- Performed all necessary paperwork, inspections, and counseling of approximately four hundred men and women of our coed dorm.

Affiliations:**Phi Kappa Delta, International Honors Society**

Lifetime Member, 2006

Eta Sigma Delta, International Honors Society in Hospitality

Lifetime Member, Director of Community Service 2007

American Legion

Active Member since 1998, elected to Finance Officer in May 2007

National Society of Minorities in Hospitality

Fundraising Chair 2007

Club Managers Association of America

Sponsorship and IT Chairs 2006, Treasurer 2007

Arizona Free and Accepted Masons Lodge #7

Member 2008 - 2018

Awards:

- Appreciation Award for my work on the Office of the Chief Procurement Officer's Certification Package for the Fiscal Year 2010 Border Security Fencing, Infrastructure, and Technology Expenditure Plan. (March 2010)
- Appreciation Award for my work and professionalism for the end of Fiscal Year 2010 (October 2010)

- Appreciation Award for my achievements and excellence for the 2010 calendar year (December 2010)
- Appreciation Award for my work as Combined Federal Campaign (CFC) Key worker and planning events during the Campaign (December 2010)
- Award for Excellence in recognition of my contributions and accomplishments for the Office of Administration for Fiscal Year 2010 (September 2010)
- Letter of Commendation for 2010 Combined *Federal* Campaign work from Assistant Commissioner Schied (February 2011)
- Certificate of Appreciation for 2010 Combined Federal Campaign work from Acting Executive Director Tiffany Hixson (April 2011)
- Two Certificates of Appreciation for 2010 Combined Federal Campaign work from Secretary of State Hillary Rodham Clinton (April and July 2011)
- Certificate of Appreciation Award for my work on the Office of the Chief Procurement Officer's Certification Package for the Fiscal Year 2011 Border Security Fencing, Infrastructure, and Technology Expenditure Plan. (June 2011)
- Procurement Directorate Award of Excellence in December 2010.
- Office of Administration Certificate of Appreciation for Combined *Federal* Campaign in December 2010.
- Office of Administration Letter of Recognition from AC Schied for Combined Federal Campaign in February 2011.
- Office of Administration Certificate of Appreciation for Combined Federal Campaign in April 2011.
- Combined Federal Campaign Certificate of Appreciation from Secretary Clinton awarded by Vincent Micone DHS Chief of Staff in April 2011.
- Combined Federal Campaign Certificate of Appreciation from Secretary Clinton awarded by Tiffany Hixson in April 2011.
- Procurement Directorate Certificate of Appreciation for Procurement Directorate Memo to DHS "OCPO Certification" in June 2011
- Office of Administration Certificate of Appreciation for Combined Federal Campaign in February 2012.

References:

Available on request.