

Jamie Brownhouse

1234 New Town Lane
New Town, Washington
(333-333-3333)

Objective: Assistant Director, Center for Troubled Youth

PROFILE

Possess understanding of business protocol, a pleasant attitude, and skills required to succeed in the position. Willing to learn, work hard, apply good work ethic.

Currently enrolled in business management class; consciously trying to make a positive impact by tutoring young people. Ability and desire to effectively communicate to kids first-hand why they want to change their lives now, before they waste their youth.

QUALIFICATIONS

- Excellent numbers and financial management skill
- History of developing and maintaining loyal repeat customers
- Excellent memory for names and faces
- Proven strength in marketing without advertising
- Skilled in recognizing and creating business opportunities
- Demonstrated ability to successfully build upon limited resources
- Speak fluent Spanish

EXPERIENCE

Men's Correctional Facility, WA, 1999-2001

Assigned position of **Kitchen Supervisor**.

- Directed activities and performance of 23 men in the preparation, service, and clean-up of meals for inmates.
- Applied strong leadership, conflict-resolution, and mediation skills. Monitored and kept records of kitchen inventory. Commended for consistent excellent management and job performance.

Self-Employed, throughout Washington State, 1995-1999

Pharmaceutical Sales

- Built and maintained loyal customer base.
- Created extensive contacts network.
- Managed cash flow.
- Kept accurate bookkeeping records.
- Polished communication and mediation skills.

Construction Laborer, part-time and seasonal work, various employers, 1987-1995

Developed finish carpentry skills, and learned to operate heavy equipment such as bulldozer, caterpillar, dump truck, and cement mixer. Worked with crews comprised of diverse backgrounds and personalities.

PROFESSIONAL DEVELOPMENT / EDUCATION

Business Management, Community College, WA, currently attending

Tutor/Advisor, Youth Group, Community Church

Street-wise, on-the-job training — illegal economy

Graduate, New Town High School, WA

Donald Keller

*P.O. Box 897
Jackson, WA 98293
(306) 777-8866*

Ironworker / Millwright

Takes pride in doing quality work—can be depended upon to complete the job with flexibility and resourcefulness. Adaptable, adept at learning and understanding new procedures and techniques. Team player gets along well with everyone. Great sense of humor—speaks “ironworker” as second language! Willing to relocate.

QUALIFICATIONS

- Over 20 years experience in oil refineries, sawmills, asphalt shingle mills, and boat yards.
- Strong mechanical aptitude with demonstrated ability to operate, repair, and maintain heavy equipment and machinery; mounted motors and motor bases.
- Ability to read and comprehend blueprints and job specifications.
- Knowledge of safety procedures and regulations—safe work record.
- AWS, ASME, WABO, 1” plate steel; Pipe 2”, Scheduled 80 carbon steel and API 6G 6” Scheduled 40 pipe, and C-Stop Certifications — current
- Member, Local Association of Building Officials

Areas of Expertise

- Metal Fabrication / Structural Steel Construction
- Welding—SMAW, wire, and TIG, plasma arc cutting; oxy-fuel cutting and welding; carbon arc.

Exemplary Projects

Refit of *Berg Star* and *Berg Sea* icebreakers / Construction of IKO Pacific / Construction of Selco Mill dry kiln / Pasquah Forest sawmill construction and maintenance / Reconstruction and structural welding of fuel storage tanks at ARCO Oil Refinery.

WORK HISTORY

Millwright / Ironworker / Structural Welder / Mechanic

PM CONTRACTORS, INC., Jackson, WA, 1996–present

Previous 16+ years—details available:

Halton Construction, Jackson, WA
South Jackson Lumber Company, Jackson, WA
Homebuilders Incorporated, Ballard, Oregon
Chaqach Forest Products, Seward, Alaska

AM Southland, Mount Ashton, Washington
Marina Contractors, Seattle, Washington
Capertown Logging, Capertown, Alaska
F/V *Pacific Hunter* (105’ bottom fisher), Angler, Alaska

SPECIAL INTEREST

Avid Skier (35 years—Mt. Skier Ski areas)—
Knowledgeable in the use and maintenance of ski lifts;
early experience as apprentice chair-lift mechanic.

EDUCATION

Diesel Hydraulics, Jackson Technical College, Jackson, Washington
Welding, Angler Community College, Angler, Alaska

Nancy Viggner, RN, BSN

555 Parston Road, Apt. 1, Wellington, WA 98888
(777) 777-1777

Healthcare professional with over 20 years nursing experience, demonstrates strengths in the following key areas:

- Multi-Specialty Group Practice Management
- Medical and Clinical Services
- Clinical Process Improvement
- Total Quality Management
- Policy Development and Implementation
- Health Education and Training
- Provider, Staff, and Interdepartmental Facilitation
- Public Speaking / Event Management

CAREER SUMMARY

CEDAR WOODS MEDICAL GROUP, Wellington, WA, 1998–present

Clinical Nursing Supervisor, 1999–present

Medical Records Supervisor, 1999

Referral Coordinator, 1998

- Supervise 100 clinical personnel and coordinate 20 specialty departments in compliance with group and regulatory standards.
- Recommend and implement departmental policies and procedures.
- Collaborate with colleges to set up extern programs, placements, evaluations.
- Set up training classes and coordinate in-service education.
- Ensure accreditation processing / CPR recertification
- Assess, adjust, and forecast staffing needs.
- Select, train, and evaluate all departmental personnel.
- Implement and develop OSHA and WISHA biohazard safety clinical training programs, and specialized training.
- Set up, staff, and oversee MMG vaccine coordinators for public health department— vaccine implementation, benchmarking, etc.
- Collaborate with local hospitals, public agencies, insurance companies, and nursing homes to improve patient care delivery

COMMUNITY COLLEGE, Wellington, WA, 1997

Adjunct Faculty Position

KAISER PERMANENTE MEDICAL CENTER

Rancho Cordova, CA 1995–1996

Float RN — Internal Medicine, Pediatrics, and OB/GYN

CORVEL CORPORATION, Rancho Cordova, CA, 1994–1995

Supervisor/Medical Case Manager

KAISER PERMANENTE MEDICAL CENTER

Sacramento, CA, 1979–1990

Pediatric Advice Nurse, Relief Charge Nurse, Triage Nurse

UC DAVIS MEDICAL CENTER, Sacramento, CA, 1978–1979

Pediatric ICU Nurse, Relief Charge Nurse, ICU Float Nurse

“... great patient advocate ... hardworking with a positive attitude ... very supportive .”

“...exceptional motivator.” “...excellent leader.”

“... straight forward and easy to work with ... can analyze problems well and offer good solutions ... willing to be flexible and try new ideas ... learns very quickly.”

“... flexible ... personable, responsible ... fellow employees respect her and find her fair.”

“... exceeded our expectations in her teaching and management abilities ...intelligent ... self-reliant.”

excerpts from performance evaluations

LICENSES / CERTIFICATIONS

Washington RN License, current

California RN License, current

HIV/AIDS Education Certificate, current

BCLS, current

Case Management Certificate, current

TQM Certificate, current

California Public Health Nurse, prior

Arterial Blood Puncture Certified, prior

ACLS / PALS, prior

NY Licensed Vocational Nurse, prior

PROFESSIONAL DEVELOPMENT

Member, Community College

Advisory Board

Corvel Total Quality Management

Health Care Delivery Improvement

Workers' Compensation

Claims Insurance

OSHA / WISHA

Biomedical/Biohazard Waste

Clinical Safety Orientation

Patient Confidentiality

LastWord / Phamis

EDUCATION

Continuing Education Classes

30+ hr annually

BS, Nursing, Adelphi University,

Garden City, NY

Graduated with Honors cum Laude

Dean's List, 3 years

Nancy Viggner, RN, BSN
555 PARSTON ROAD, APT. 1, WELLINGTON, WA 98888
(777) 777-1777

CONTINUING EDUCATION CLASSES

2002

May	Diabetes Update
April	Safety in the Workplace Referral Training Ambulatory Care Nursing Conference
March	Trainer, Biomedical / Biohazard Waste
February	Basic CPR — Recertification
January	Legal Documentation Minimizing Liability through the Medical Record

2001

December	Office Evaluation / Triage Nursing Review
November	Health Care Delivery Improvement
October	Dealing Effectively with Unacceptable Employee Behavior
August	Surgical Emergencies
July	Stress Management / Biofeedback Conscious Sedation
May	Common Joint Pain / Problems Ambulatory Care Nursing Conference
April	Skin Cancer
March	Depression
February	Diabetes Basic CPR
January	Chest Pain

2000

November	Healthy Practices — Risk Reduction Strategies for Medical Office Staff
October	Hypertension Emotions
September	Rashes Immunization — Update 2000
July	Dizziness / Fainting
June	Headaches
April	Urinary Tract Infections Pediatric Palliative Case Project Telephone Triage
March	Cough Understanding Anger
February	Limb Pain Basic CPR
January	Upper Respiratory Injections

CONTINUING EDUCATION CLASSES EVERY YEAR PREVIOUS

Harold J. Standard

147 Woodchuck Court
Walson, WA 98666 USA
(300) 355-7777
email: hjs@fastmail.com

Nuclear Medicine Technologist

EMPHASIS

- Nuclear Cardiology
- Nuclear Oncology
- Radiation Safety
- Radionuclide Treatment for Thyroid Disease, Prostate Seeds Implantation, and Brachy Therapy
- Radio Pharmaceutical Lab Management
- Quality Assurance and Control in Nuclear Medicine

EDUCATION

Nuclear Medicine Technology Degree, 1981
St. Joseph's School of Nuclear Medicine Technology, Plantation, New Jersey, USA
Recognized top student in graduating class.

Master of Science Degree, Chemistry, 1967
University of Peshawar, Peshawar, Pakistan
First-Class First in graduating class.

Bachelor of Science Degree, Chemistry, Botany, and Zoology, 1964
University of Panjab, Lahore, Pakistan

PROFESSIONAL BACKGROUND

Hospital Appointments

1988–present **Nuclear Medicine Technologist / Assistant Radiation Safety Officer**
St. Vincent Hospital, Langham, Washington, USA

1981–1988 **Supervisor, Nuclear Medicine**, Winne General Hospital, Winne, NJ, USA

Teaching Appointments

1983–1985 **Instructor in Nuclear Medicine Technology**
St. Joseph's Hospital and Medical Center, Plantation, New Jersey, USA

1975–1979 **Education Officer / Head of Chemistry Department**,
Bauchi State of Nigeria, West Africa

1971–1975 **Head of Chemistry Department**, Aga Khan Mzizima Secondary School
Dar-ES-Salaam, Tanzania, East Africa

1968–1971 **Lecturer in Chemistry**, Forman Christian College, Lahore, Pakista

1967–1968 **Lecturer in Chemistry**, Edwards College, Peshawar, Pakistan

1964–1965 **Demonstrator in Chemistry**, Forman Christian College, Lahore, Pakistan

MEMBERSHIPS / ACCREDITATION

The Society of Nuclear Medicine
Technologist Section of Society of Nuclear Medicine
American Society of Clinical Pathologists
The American Registry of Radiologic Technologists
The Nuclear Medicine Technologist Certification Board
Licensed State of Washington Nuclear Medicine Technologist

PERSONAL Date of Birth: January 8, 1940; Married; two children; Christian by faith; US Citizen

REFERENCES Will be supplied upon request.

PROFILE

- Senior management/administrative skills combined with a lifetime of service in the public sector.
- Conceptual talent for seeing “the big picture,” pinpointing an organizational objective, and setting goals and priorities to achieve it.
- Expertise in strategic planning, program development and management, budget development and administration, human resource management, daily operations, team building, and staff development.
- Dedicated to implementation of EEO principles and practices, including special emphasis programs. Excellent trainer, speaker, motivator.
- Advanced knowledge of public administration, law, police, and security issues. In-depth understanding of U.S. Federal Law Enforcement and Customs Aviation/Marine Programs.
- Background includes extensive cross-cultural experience, with worldwide contacts in government and law enforcement.
- Consistently commended for professionalism and outstanding performance—two investigations remain among the biggest in Customs history.
- Basic comprehension of Spanish language.
- Licensed private pilot and open-water SCUBA diver.

“When leaders are responsive, their people will be enabled, will accomplish program goals, and will implement the organizational vision.” DWWhite

Awards and Recognition

Special Achievement Awards, United States Customs, Office of Investigations and Office of Aviation Operations

Letter of Commendation, United States Department of Justice

Letter of Commendation, United States Attorney General, San Diego, California

Department of Treasury Certificates of Award

United States Customs Service Employee Recognition Awards

Association Membership

International Association of Chiefs of Police
Retired Federal Investigators
Association of Border RATS

Education

Law Enforcement / Mgmt—U.S. Government
Administration of Justice—Michigan State
Pre-Med—Michigan State

Devon W. White

777 West Georgia Avenue
Billings, WA 98080
(330) 334-8800

Management Consultant— Top Secret Security Clearance

*“...implemented a management philosophy which is founded in honesty, integrity, and responsibility...
one of the finest managers the USCS employs.”
LGB, Acting Branch Chief*

U.S. BUREAU OF CUSTOMS, Washington, D.C.

1969–2000

Criminal Investigations

- Participated in management/administrative capacity through growth of Aviation Program, its maturation, expansion into the foreign arena, and current state of fiscal constraint and downsizing. Provided executive leadership for Aviation Program, interfaced with high levels of administration and Congress; directed staff of 760 and C3I operations for nine branch locations. Oversaw \$260 million annual budget, and over a billion dollars in aircraft and watercraft. Testified before Congress and presented information, justification, and persuasion in support of programs and activities. Developed, implemented, and integrated the Command Control Communication and Intelligence activities. Supervised, planned, and directed the work of others.
- Developed, implemented, monitored and coordinated regional and national policy, guidelines and programs concerning all aspects of Air Division and Patrol operations throughout U.S. Conducted complex organizational and procedural studies to include both operational and administrative activities. Identified problems and effected remedial action. Coordinated intensified enforcement activities with other elements of Customs and Federal, State, and local agencies.
- Coordinated intensified enforcement activities with other elements of Customs as well as Federal, State, and local agencies. Acted as Regional Patrol Director when designated, assumed direct line authority over Regional contingent of Air Support personnel.
- Conducted, coordinated, and supervised complex Congressional, special inquiry, and full field investigations which required thorough knowledge of all polices, regulations, and laws concerning Customs Service. Made arrests, took sworn statements, prepared extensive criminal and non criminal case reports, submitted affidavits in support of arrest and search warrants, testified in courts of law. Developed criminal and public sources of information.
- Enforced all laws and regulations under jurisdiction of Drug Enforcement Administration. Developed confidential sources of information and directed activities. Coordinated and supervised development of complex criminal conspiracy investigations. Wrote complex criminal case reports, submitted support affidavits, made arrests, and testified in courts of law. Made calm sound judgments based on experience and initiated appropriate enforcement actions.

Director, Customs Aviation and Marine Programs, San Diego, CA., 12/96–6/00

Deputy Director, Customs Aviation Operations Center West/DAICC, Riverside, CA, 1987–1996

Operations Branch Chief/Customs Aviation Operations Div, Washington, DC, 1984–1987

Group Supervisor, Houston Aviation Operations Branch, Spring, TX, 1983–1984

Director of Aviation Operations, Southwest Region, Houston, TX, 1982–1983

Air Division Staff, Customs, Washington, DC, 11/80–3/82

Asst. Regional Patrol Director, Regional Comm. of Customs, Long Beach, CA, 1978–1980

Special Agent / Criminal Investigator, Internal Affairs, Long Beach, CA, 1973–1978

Criminal Investigator, Drug Enforcement Administration (DEA), San Diego, CA, 7/73–12/73

Criminal Investigator, Customs, Office of Investigations, San Ysidro, CA, 4/70–6/73

ESCONDIDO POLICE DEPARTMENT, Escondido, CA, 1965–1970

Detective, Narcotics, 1967–1970

Conceived and implemented office narcotics program.

Patrol Officer, Escondido Police Department, 1965–1967

Mary Wiggley, D.V.M.

6399 Bonnett Drive
Lingham, WA 90028
(333) 447-3353
e-mail: mwdvm@hotmail.com

PROFESSIONAL QUALIFICATIONS

Highly motivated, practice-oriented recent graduate with great interest in personal and practice growth. Team player with special interest in high quality feline medicine and surgery. Outstanding communication skills, provides clients with professional and compassionate care. Continuing education to remain current in feline medicine. Intend to pursue ABVP Diplomat Certification.

Licensed to practice Veterinary Medicine in the State of Washington — current PC skills — word processing, spreadsheet, data entry, and AVIMARK software Member, AVMA, AAFP, and VIN

PROFESSIONAL EXPERIENCE

Associate Veterinarian, Memorial Cat Clinic, Lingham, WA 2001–present

- Examine feline patients, perform diagnostic tests, create treatment plans, estimate costs, and counsel clients.
- Perform routine surgeries including spays, neuters, abscesses, dentals, C-sections
- Rotate with other veterinary clinics to handle weekend and off-hours emergencies.

“... you see sick animals and their families everyday and yet I feel like Rico got “special” treatment ... I couldn’t be more pleased or comfortable with the way things were handled.”

“...deeply moved by your depth of understanding for our grief”

“Thank you for all your caring and concern ... we appreciate you!”

“... really appreciated all the extra special treatment you gave Frosty”

“Thank you warmly for your thoughtfulness and care with Sugar ... Life is full of beautiful people and you are a part of that.” Excerpts from client notes to Dr. Rosie

EDUCATION

Continuing Education — VIN classes

D.V.M., Washington State University College of Veterinary Medicine, Pullman, 2000

Pre-Veterinary Medicine/Zoology, Washington State University College of Science, 1994-1996

B.S., Animal Science, Oregon State University, Corvallis, OR, 1977

OTHER EMPLOYMENT

Technician, Fab 4 & 5, Corvallis, OR, 1984–1994

Curriculum Vitae

Personal Data

Birthdate: June 10, 1932
Birthplace: Jamesboro, Victoria, Canada
Marital Status: Married, four children
Wife: Alana
Social Insurance Number: 791 490 464
Citizenship: Canadian and American

Education

University of Western Ontario, London, Ontario, Canada
1949–1951; Pre-Medicine
1955–M.D., with Honors

Postgraduate Training

Rotating Internship, General Hospital, Calgary, Alberta, Canada
July 1955–June 1956
Psychiatric Residency (Adult, Adolescent and Child),
University of Michigan Medical School (Neuropsychiatric Institute),
July 1960–June 1964

Faculty Positions Held

Instructor of Child Psychiatry and Paediatrics,
University of Washington, July 1, 1964
Clinical Instructor, idem. (1/4 time) 1966–1967
Clinical Assistant Professor, idem. 1967–1971
Clinical Associate Professor, idem. 1971–1979
Clinical Professor, July 1979–November 1992

Hospital Positions

Attending Staff, Children's Orthopaedic Hospital,
Seattle, Washington, 1966–November 1992

Board Certification

Fellowship, Royal College of Physicians & Surgeons of Canada
(Specialty in Psychiatry, by examination) January 1973

Current Practice

Consultant, Child and Youth Psychiatry:
British Columbia Ministry for Children & Families
Adolescent Crisis Response Program, Surrey
Mental Health Evaluation and Clinical Consultation Unit,
University of British Columbia

Licensure Practice

Medical Council of Canada (Ontario), June 1955
Basic Sciences License, Minnesota, June 1963
Michigan State Board of Registration, by examination (Medicine),
June 1963
Washington State Board of Medicine–current
College of Physicians & Surgeons of B.C.
December 19, 1990, #13333

Organizations

Canadian Psychiatric Association
Fellow, American Psychiatric Association
B.C. Psychiatric Association
B.C. Medical Association

Prior Special Local Responsibilities

Governmental Relations Committee
Washington State Psychiatric Association
Past President, Seattle Chapter of the Washington State
Psychiatric Association
Former Chairman, Peer Review Committee—Washington State
Psychiatric Association
Former Chairman, Child Psychiatry Committee,
B.C. Psychiatric Association

Prior Consultation Experience & Clinical Activities

1956–1960 Royal Canadian Army Medical Corps
1964–1977 Paediatric Adolescent Clinic, University of Washington Medical Centre
1966–1977 Haematology-Oncology Service, Children’s Hospital, Seattle, Washington
1966–1986 Fircrest School, Seattle, Washington, State Residential Program for
Developmentally Disabled
1976–1981 Eastside Mental Health Centre, Bellevue, Washington: Children & Adults
1977–1989 American Psychiatric Association Peer Review Program
1979–1981 Ryther Child Centre; Out-Patient Staff Consultation
1981–1986 Valley Cities Mental Health Centre, Auburn, Washington, Pre-school Children’
Day Treatment and Out-Patients
1986–1992 Region X, U.S. Social Security, Administration
1960–1992 Washington State Department of Social & Health Services
1966–1992 Private practice, Adult, Adolescent & Child Psychiatry, Seattle, Washington
1993–1998 Private practice, New Westminster, B.C.

Special Interest and Expertise

In addition to general child and adult psychiatry, I have acquired significant experience in Consultation. Originally I was a full-time in Psychiatry at the University of Washington Medical Centre, jointly appointed to paediatrics for consultation-liaison activities as well as teaching. This continued when I entered private practice and I was able to consult in a wide variety of clinical situations as well as continue to teach consultation, adolescent development and child psychiatry. The consultation was both patient centered and provider centered, and included development of some program centered consultation as well. Consultation to the State Department of Social & Health Services involved evaluation of adults, adolescents, and children in situations of abuse and neglect, and this led to Forensic Work: Reports to the Court, testimony concerning children’s best interests, parental fitness, and treatment needs. This in turn led to child custody consultation work and I have completed several hundred such cases.

In 1975, I was nominated to the Washington State Psychiatric Associations' Peer Review Committee, to participate in the American Psychiatric Association Peer Review Program. This involved reviewing out-patient and in-patient treatment, for the contracted review program to OCHAMPUS, the military dependents' benefits overseer. This led to being asked to do site visits to "problem providers" and a wider variety of reviews, eventually for Blue Cross of Washington-Alaska, where I was employed 10 hours per week, consulting to nurse reviewers and directly with physician providers concerning length of stay and treatment planning.

The consultation to Social Security Administration, a Federal Agency, was quality assurance work, overseeing the State Disability Determination Service's accuracy in making psychiatric disability determinations in both adults and children.

Bibliography

Social Class, Schizophrenia and the Psychiatrist in *Am. J. Psychiat*; 120:149, August 1963, with R.A. Moore, M.D., and E.P. Benedek, M.D.

A Family Mourning Process (with G.D. Jensen, M.D.) in Family Process, Vol. 6, #1 March 1967.

I have been qualified as an expert witness in British Columbia, as well as eight Washington counties in matters related to emotional and mental disorder.

Nels Stevenson

226 Valley Canyon
Hambone, WA 88000
(888) 888-8888
nelss@email.net

Results-oriented **FINANCE PROFESSIONAL**. Consistently successful in controlling costs and improving net profitability while continuing to support critical operations. Background includes procurement responsibility up to \$5 million annually. Excellent communicator with a good attitude and sense of humor. Tenacious negotiator with keen vendor management skills. Strong research and analysis, organization, and decision-making abilities. PC proficient with Word, Excel, and MainSaver.

CAREER SUMMARY

Purchasing / Maintenance Assistant, NAES Energy Services, Hambone, WA, 1994-present
Progressed from Purchasing Assistant to Maintenance Assistant. Selected by upper management to train as Assistant Plant Operator.

- Conducted and oversaw all procurement operations—requisitions, purchase orders, price negotiation, receiving, delivery verification. Commodities consisted of chemicals, hardware, consumables, office supplies, and maintenance equipment.
- Prepared weekly and monthly reports of dollars committed and delivery status. Ensured inventory was current and needs were met. Performed preventive maintenance and assisted mechanic with machinery repairs.

Subcontract Administrator, Huge Aircraft Company, Second, CA, 1984-1993

- Administered yearly government subcontract purchases of \$1+ million. Solicited bids, negotiated prices, awarded jobs. Interfaced with representatives of many different organizations. Coordinated with Engineering, Program, Quality, Price, and Cost Analysis staff through completion.

Received High Achiever Award for saving over \$100,000 annually.

Purchasing Manager, Electro-Line, Mainstream, OH 1981-1983

- Procured electronic components of purchases in excess of \$5 million annually, including price negotiation, and delivery. Ensured compliance with applicable Government Procurement Regulations.

Buyer, Huge Aircraft Company, Second, CA, 1977-1981

- Placed purchase orders for computer and test equipment, electronic hardware, optics, and other commodities.

Received Corporate Superior Performance Award for outstanding attitude and work performance.

EDUCATION / ADDITIONAL TRAINING

B.S., General Business Administration, University of Arizona

CPR / First Aid Certification — Licensed Forklift Driver

Continuing Education includes Teaming Techniques, Negotiation Skills, and other relevant classes.