

JAMES F. RINES, P.E., L.L.S., C.P.E.S.C.
President and Sole Stockholder of White Mountain Survey Co., Inc.

EXPERIENCE

4/89 - Present **President**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to those responsibilities listed from 10/86 - 4/89, I am directly responsible for day-to-day operation of this firm. I am responsible for the preparation of all proposals, and make numerous presentations before various boards and agencies. I provide expert witness testimony in Civil Engineering, Land Surveying and Sewage Disposal and have been qualified as such in Strafford and Carroll County Superior Courts, and the New Hampshire Board of Tax and Land Appeals in the State of New Hampshire. On January 1, 1998 I became 50% stockholder of White Mountain Survey Co., Inc. and on February 7, 2003 I became sole stockholder of the corporation.

6/88 - 4/89 **Division Manager**, White Mountain Survey Co., Inc., Bedford, NH

In addition to those responsibilities listed from 10/86 – 6/88, my responsibilities included marketing, client relations, representation before various Federal, State, and local boards, as well as all aspects of design and review or projects. I also began performing Phase I, Level I Environmental Site Assessments used in conjunction with real estate transactions.

10/86 - 6/88 **Vice President, Engineering**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to the responsibilities listed from 4/85 - 9/86, my responsibilities included supervision of 10 full-time personnel, including individuals holding licenses in Civil Engineering, Land Surveying, Subsurface System Design, and Soil Science. Under my supervision and review, the Engineering department conducted traffic analyses; designed individual and community subsurface disposal systems; water systems; road design; performed drainage analysis for commercial and residential developments; and secured Federal, State, and local approvals for all of these projects.

4/85 - 9/86 **Civil Engineer/Associate**, White Mountain Survey Co., Inc., Ossipee, NH

Responsibilities included the design of both commercial and residential developments, including traffic analysis, sewer and subsurface system design, community water system design, road design, drainage analysis and design. Other responsibilities included securing all Federal, State, and local approvals for such developments: coordination of contractors and developers and site inspection.

9/82 - 3/85 **Structural Engineer**, Stone & Webster Engineering Corp., Boston, MA

Assigned to the Millstone Nuclear Power Station, Site Engineering Group in Waterford, CT. Responsibilities included directly supervising a group of 6 Engineers and co-supervising a group of 42 Engineers. Responsible for delegation of work, generating manpower curves, organizing calculation documentation, and setting priorities based on construction scheduling and deadlines. Other related activities have included computer aided design and analysis in concrete and steel. Familiar with "STRUDL" and "NASTRAN" programs.

3/82 - 9/82 **Structural Engineer**, Stone & Webster Engineering Corp., Boston, MA

Assigned to the Millstone Nuclear Power Station, Boston Engineering Group. Worked in a ten-person task force developing a uniform loading capacity for structural embedments. Other related activities included interdisciplinary drawing coordination and review, and structural steel analysis for local stress effects.

6/80 - 3/82 **Structural Engineer**, Badger America, Inc., Cambridge, MA

Responsibilities included the design of open-framed structures in both structural steel and reinforced concrete, and the design of their foundations; both soil bearing and pile type, for Polyvinylchloride Plants. Additional related engineering experience was gained in the Engineering Division, developing design aids and coordinating the Design Group with the Project Coordinator.

EDUCATION

1980 B.S. Civil Engineering
University of New Hampshire, Durham, NH

1/81 - 5/81 Environmental Chemistry, Northeastern University, Boston, MA
Solid Waste Management, Northeastern University, Boston, MA

LICENSES/REGISTRATIONS

2010 #2452 Professional Land Surveyor, Maine (P.L.S.)
2010 #36-003285488 OSHA 10 Hour Course "Construction Safety and Health"
2003 #2622 Certified Professional in Erosion and Sediment Control (C.P.E.S.C.)
2002 #906 Licensed Land Surveyor, New Hampshire (L.L.S.)
1991 #S314 Licensed Site Evaluator, Maine
1990 #5823 Professional Engineer, Vermont (P.E.)
1990 #6636 Professional Engineer, Maine (P.E.)
1989 #8657 National Council of Engineering Examiners
1985 #754 Designer of Subsurface Disposal Systems, New Hampshire
1984 #5994 Professional Engineer, New Hampshire (P.E.)

MUNICIPAL/CIVIC EXPERIENCE

1985 - 2000 Instructor, NH Hunter Education Program
1989 - 2000 Chief Instructor, NH Hunter Education Program
2005 – Present Trustee, Huggins Hospital Board of Trustees
1998 - 1999 School Board Chairman, Governor Wentworth Regional School District
2008 - 2010
1986 - 1989 School Board Member, Governor Wentworth Regional School District
1994 - Present School Board Member, Governor Wentworth Regional School District
1987 - 1989 Building Committee Chairman, Governor Wentworth Regional School District
1988 - 1995 Town of Ossipee Conservation Commission
1995 - 1998 Town of Ossipee Planning Board
1987 - 1988 Assistant Scout Master, Troop 234
Expert Witness Civil Engineering, Sewage Disposal, Land Surveying and Firearms Safety, NH Superior Court
Past Member New Hampshire Wetlands Board

PROFESSIONAL ASSOCIATIONS

1985 - Present Granite State Designers and Installers
2000 – Present N.H. Land Surveyor's Association

MARK LUCY, P.E., C.P.E.S.C.
Senior Design Engineer

EXPERIENCE

6/84 - Present **Senior Design Engineer / Project Manager**, White Mountain Survey Co., Inc.
Ossipee, NH

Full responsibility for initiation and management of civil sitework design, duties include by are not limited to company representation at local, state and federal levels, NHDES Wetlands Bureau permit application plans, NHDES Major Alteration of Terrain permit application plans and computations, NHDS and NHDOT Stormwater Pollution Prevention Plans - Plan Monitor, maintenance and promulgation of Company Erosion / Sediment Control details, means and methods, site drainage and hydrologic evaluation and design, land planning: commercial and residential site plans, on-site construction monitoring, and road design, expert witness testimony.

1/83 - 6/84 **Project Design Manager**, Phillips Engineering, West Ossipee, NH

Responsible for design means and methods for site work construction, duties included company representation to state agencies, NHDES Wetlands Bureau permit application plans, NHDES Major Alteration of Terrain permit application plans and computations, site drainage and hydrologic evaluation and design, land planning: commercial and residential site plans, on-site construction design monitoring, road design, design of commercial and community sewer and water systems, structural design and drafting.

10/81 - 1/83 **Sitework Construction and Structural Designer / Drafter**, White Mountain Survey and Engineering, West Ossipee, NH

Responsibilities included: NHDES Major Alteration of Terrain permit application plans and computations, site drainage and hydrologic evaluation and design, land planning: commercial and residential site plans, on-site construction design monitoring, road design, septic, sewer, sitework and structural design and drafting, survey computations.

Summers 76 & 77 **Survey Crew Chief, Structural and Sitework Construction Designer /**
and 6/78 - 10/81 **Drafter**, H. Edmund Bergeron CEPA, North Conway, NH

Responsibilities included: survey crew chief for street / sewer surveys in Towns of Whitefield and Conway, NH, company representation to local and state agencies, septic, sewer, sitework, and structural design and drafting, survey computations.

EDUCATION

1978 B.S.E.T. Highest Honors, Architectural Engineering Technology, Wentworth Institute of Technology, Boston, MA

1973 A.A.S., Architectural Engineering Technology, Vermont Technical College, Randolph Center, Vermont

LICENSES / REGISTRATIONS

2010 #36-003267358 OSHA 10 Hour Course "Construction Safety and Health"
2003 #2620 Certified Professional in Erosion and Sediment Control (C.P.E.S.C.)
1988 #7260 Professional Engineer, New Hampshire
1979 #211 Designer of Subsurface Disposal Systems, New Hampshire

MUNICIPAL / CIVIC EXPERIENCE

1989 / 1990	Chairman, Arbor Committee, Conway, NH
1990	Member, Selectmen's Ad Hoc Committee, Site Plan Review Regulations' update, Conway, NH
1994 - Present	Member, and Chairman, Zoning Board of Adjustment, Madison, NH
1995 - 1997	Member, Congregational Council, Lutheran Church of the Nativity, Conway, NH
1996 -1997	Member, Selectman's master Plan update Committee, Madison, NH
1996 - 2002	Member, Board of Directors, Moores Pond Association, Silver Lake, NH
2005 Fall	Member Rules Advisory Committee, Alteration of Terrain Program, NH Department of Environmental Services

Updated 12/2/2010

Warren “Scott” Lees, Jr., P.E.
Engineer

EXPERIENCE

6/07 – Present **Engineer**, White Mountain Survey Co., Inc., Ossipee, NH

Responsibilities include planning and design of subdivisions, commercial sites, roads, drainage systems, and erosion control measures; preparing applications for town, state, and federal approval; presenting plans to town planning boards, zoning boards and conservation commissions for approval.

1/05 – 6/07 **Director of Water and Sewer Utilities**, Town of Wolfeboro, Wolfeboro, NH

Responsible for the operation and maintenance of Wolfeboro’s water treatment plant (2.0 MGD), the water distribution system, sewer collection system, and wastewater treatment facility (0.6 MGD). Supervisor to 11 union and subcontract positions. Duties included preparing and overseeing \$2.4 million budget and \$2.7 million capital improvement budget. Capital improvement projects included upgrades to water mains and two sewer pump stations, one new sewer pump station and refurbishment of 0.5 MGD water tank. Other duties included responding to State administrative orders regarding the Town’s wastewater treatment facility, which required working with contract engineers and the state to address the facility’s deficiencies. The facility is the first in New Hampshire to make snow from treated wastewater, beginning in winter 2005-2006. Projected cost for upgrading the facility is approximately \$20 million.

11/03 – 1/05 **Technical Services Administrator**, Town of Wolfeboro, Wolfeboro, NH

Responsibilities included contract administration; project inspection; project management; water, sewer, and other capital improvement coordination; review of plans, designs, and specifications. Acted as Public Works Director during Director’s absence.

5/96 – 11/03 **Engineer**, White Mountain Survey Co., Inc., Ossipee, NH

Major duties included commercial and residential septic design; reviewing engineering computations; designing site plans, assisting senior engineer with site design; preparing applications for state and federal approval; and presenting plans to town planning boards.

9/87 – 8/95 **Land Surveyor Technician/Septic Designer**, Thaddeus Thorne Surveys, Center Conway, NH

Researched and established property boundaries, designed site plans, subdivisions, roads, and septic systems to state specifications. Responsible for field work utilizing Wild T1 1000s, levels and compasses, reading test pits; analyzing soils; creating plans, and presenting plans to town planning boards.

9/92 – 6/96 **Lead Chemistry Tutor**, University of Massachusetts at Lowell, Lowell, MA

EDUCATION

1996 B.S. Civil Engineering
University Of Massachusetts at Lowell, Lowell, MA

1986 Associate of Science, Electro/Mechanical Drafting
Middlesex Community College, Bedford, MA

LICENSES / REGISTRATIONS

2002 #10652 Professional Engineer, New Hampshire
1998 #1231 Designer of Subsurface Disposal Systems, New Hampshire
#506 Land Surveyor in Training, New Hampshire

DAVID R. PAULGER
Engineering Technician

EXPERIENCE

1989 – Present **Engineering Technician**, White Mountain Survey Co., Inc., Ossipee, NH

Design septic systems, drainage systems, finish grading, roads, and sewers. Prepare permit applications for site alteration, wetland dredge / fill, driveways, and site plan review. Work with field crew doing boundary, detail, and topographic surveys.

1979 – 1989 **Design Draftsman**, Phillips Engineering, West Ossipee, NH

Design septic systems, concrete footings and walls, timber frames, drainage systems, finish grading, roads, and sewers. Perform construction inspections, check shop drawings, and provide cost estimates.

EDUCATION

1978 B.S.E.T. Honors, Architectural Engineering Technology, Wentworth Institute of Technology, Boston, MA

1976 A.A.S., Architectural Engineering Technology, Vermont Technical College, Randolph Center, Vermont

David R. Aiton, E.I.T.
Engineering Technician

EXPERIENCE

6/04 – Present **Engineering Technician**, White Mountain Survey Co., Inc., Ossipee, NH

Design septic systems, drainage systems, finish grading , roads, and sewers. Prepare permit applications for site alteration, wetland dredge / fill, driveways, and site plan review. Work with field crew doing boundary , detail and topographic surveys.

5/00 – 1/02 **Seasonal Engineering Intern**, Lydall Active Thermal Solutions, Ossipee, NH

Redesign flow switch with outside vendors in order to minimize cost, coordinated development of internal silk-screen design system and required CAD infrastructure, designed parts and modifications using MicroStation, moved existing hand-drawn plans into CAD/PDF system, worked on production floor to acquire better understanding of product and fabrication process and communicated with internal staff and outside vendors in order to accomplish tasks.

EDUCATION

2002 B.S. Mechanical Engineering, cum laude
University Of New Hampshire, Durham, NH

LICENSES / REGISTRATIONS

2002 #3895 Engineer In Training (E.I.T.)
2006 #1682 Designer of Subsurface Disposal Systems, New Hampshire

WILSON W. STEWART, L.L.S.
Vice President, Surveying, Land Surveyor

EXPERIENCE

12/87 – Present **Vice President Surveying**, White Mountain Survey Co., Inc., Ossipee, NH

Responsibilities have included: client negotiations, contract proposals and project estimating, expert witness testimony (Carroll and Coos county superior courts, and New Hampshire Board of Tax and Land Appeals), and maintaining a personal workload of surveys and land development projects, supervision of licensed survey staff and overall production of the survey department as well as monitoring the quality control of all professional products that are generated by this company that are of a boundary and engineering survey nature; including the final review of all boundary survey plans, consultation with staff for the determination of boundary lines, and submissions to town and state agencies.

Since 1993 duties have included that of systems administrator for office LAN. This has involved operating and phasing out a UNIX network, installing, configuring, and managing a Windows based LAN, installing and properly configuring hardware components, software, and there upgrades. Additionally responsible for researching, implementing and maintaining GPS and data collection technologies.

10/86 – 12/87 **Vice President, Field Production**, White Mountain Survey Co., Inc.,
Ossipee, NH and Bedford, NH

In addition to the primary duties noted above, I was responsible for the direct supervision of the entire field staff. This involved training, scheduling, and performance evaluations for up to 15 personnel. Developed and implemented proper procedures for field reconnaissance, traversing, and data acquisition for boundary and engineering specific surveys.

1/83 – 10/86 **Party Chief**, White Mountain Survey Co., Inc., Ossipee, NH
1/81 – 1/83 **Rod Man, Instrument Man, Party Chief**, White Mountain Survey and
Engineering, West Ossipee, NH

Primary responsibilities were as a party chief with duties extending into the office until becoming licensed in the State of New Hampshire in April 1985. At this time responsibilities focused on the professional aspects of the boundary survey process including but not limited to; deed research, field note reduction, drafting, and final analysis of research and computations requisite to the determination of boundary lines.

EDUCATION

1980 B.S. Forestry (Option: Surveying)
University Of Maine, Orono, Maine

LICENSES / REGISTRATIONS

7/2010 #36-003278361 OSHA 10 Hour Course "Construction Safety and Health"
1985 #674 Licensed Land Surveyor, New Hampshire (L.L.S.)

MUNICIPAL / CIVIC EXPERIENCE

1996 – 2007 Member, Planning Board, Tuftonboro, NH
1997 – 1999 Member, Zoning Board of Adjustment, Tuftonboro, NH

Updated 12/2/2010

RONALD C. REMICK, JR., L.L.S.
Senior Land Surveyor

EXPERIENCE

3/90 – Present **Senior Land Surveyor**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to those responsibilities listed below, responsibilities have included preparation of boundary surveys, subdivisions, topographic surveys, and certified plot plans. Supervision of projects to their completion for submission to state and local agencies for approvals, lending institutions, and county registry of deeds for recording. Additional responsibilities include client relations throughout project, planning board representation, drafting deed descriptions, expert witness testimony (Carroll County Superior Court), and providing survey support for our Engineering Department and private consultants.

1/83 – 3/90 **Party Chief**, White Mountain Survey Co., Inc., Ossipee, NH

Responsibilities included boundary surveys, subdivisions, construction and utilities layout (horizontal/vertical), topographic mapping, client relations, planning board representation, test pit analysis, deed research, drafting and computations, Supervisor of 4 field crews.

10/80 – 1/83 **Instrument Man / Junior Party Chief**, White Mountain Survey and Engineering, West Ossipee, NH

Responsibilities included field surveying for boundary and construction surveys, topographic mapping, test pit analysis, deed research, septic design, drafting and computations.

3/80 **Rod Man**, Perini Powers Constructors, Inc., Seabrook Station, Seabrook, NH

Responsibilities included construction layout of forms, reinforcing bars, plates, etc., and as-built locations.

EDUCATION

1977 A.A.S., Civil Technology
Thompson School of Applied Science
University of New Hampshire, Durham, NH

LICENSES / REGISTRATIONS

2010 #36-003278228 OSHA 10 Hour Course "Construction Safety and Health
1990 #788 Licensed Land Surveyor, New Hampshire (L.L.S.)
1980 #163 Designer of Subsurface Disposal Systems, New Hampshire

MUNICIPAL / CIVIC EXPERIENCE

7/2001 – 7/2007 Member, Board of Trustees, Remick Country Doctor Museum and Farm, Tamworth, NH
7/2006 - 7/2007 Chairman, Board of Trustees, Edwin C. Remick Foundation, Remick Country Doctor Museum and Farm, Tamworth, NH
1/2002 - 7/2005 Chairman Finance Committee, Edwin C. Remick Foundation
4/1999 – 2/2000 Member, Zoning Study Committee, Tamworth, NH
1/1995 – 3/2000 Member, Finance Committee, Tamworth, NH
3/84 – 3/85 Member, Planning Board, Tamworth, NH

PROFESSIONAL / CIVIC ORGANIZATIONS

12/2009 - Present	Ambassador, King Pine Ski Area, Madison, NH
2003 - 7/2009	Town Representative for all Tamworth, NH Teams in Carroll County Cal Ripkin League
1987-2005	Member, Professional Ski Instructors of America, Eastern Division Alpine Certified Level II
1/2001 - 2009	Volunteer Ski Instructor, Eastern Slope Ski Program, K.A. Brett School, Tamworth, NH
Spring - 2001 - 3/2009	Baseball Coach, Tamworth, NH team in the Carroll County Cal Ripkin Little League
2002	Co-Town Representative for all Tamworth, NH Teams in Carroll County Cal Ripkin League

Updated 12/6/2010

KEVIN M. ASHE, L.L.S.
Land Surveyor

EXPERIENCE

12/01 – Present **Land Surveyor**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to those responsibilities listed below concentration is now geared toward all aspect of boundary surveys complete from deed research through final plan preparation. Also responsible for preparation of subdivision plans and applications, topographic surveys, expert witness testimony and client representation before local municipal regulatory boards.

Spring 87 – 12/01 **Senior Draftsman / Surveying Tech**, White Mountain Survey Co., Inc., Ossipee, NH

Duties included drafting surveying, engineering, sewage disposal system plans using both manual and AutoCAD techniques; preparation of color renderings for presentations; supervision and maintenance of reprographics equipment and supplies; supervision and maintenance of file room. Duties also included survey crew chief, deed research, survey computations, and boundary line decisions.

Summer 86 – **Printer / Manager**, Minute Man Press, Norwell, MA
Spring 87

Learned all phases of managing a small print shop. Duties included customer contact, price estimating, paste-up, stripping, plate making, operating and maintaining 3M ESP electrophotographic camera system. Also operated Multi 1250 and 1360. Supervised all bindery and finishing work.

Spring 85 – **Pressman**, Copy-Quik, Inc., Everett, MA
Summer 86

Operated and maintained Multi 1250 with T-Head and chain delivery in a high volume pressroom. Responsible for printing two, three, and four color jobs with critical registration. Also mixed ink, made plates and stripped negatives, all with minimum supervision.

Spring 79 – **Pressman**, Jansson, Inc., Waltham, MA
Spring 85

Operated and maintained Multi 1250s with T-Heads and Verk-o-type thermography ovens. Arranged work efficiently to meet specific deadlines. Printed complex, high quality, flat and raised, social and commercial stationery. Also operated Gibson business card slitter, made plates, and cut stock.

Spring 84 – **Reporter (part time)**, Beacon Communications, Acton, MA
Summer 84

Covered town government, committee meetings, and local events.

Fall 78 - **Teacher**, Holy Name School, Ketchikan, AK
Spring 79

Taught 5th grade in a self-contained classroom. Also coached basketball and taught weekly classes in drawing and poster making.

Summer 77 - **Proofreader**, Dimond-Union Stamp Works, Boston, MA; **Apprentice Printer**,
Summer 78 Four Zoas Press, Charlestown, MA

Set type, designed layout, and operated an electric platen press. Collated and bound small books by hand.

Spring 77 **Reporter (part time)**, Webster Times, Webster, MA

Covered town committee meetings and local college sports. Helped research larger stories. Organized complementary writing tutorial with Holy Cross Professor.

EDUCATION

1977 B.A. English
College of the Holy Cross, Worcester, MA

LICENSES / REGISTRATIONS

7/2010 #36-003277450 OSHA 10 Hour Course "Construction Safety and Health"
2001 #902 Licensed Land Surveyor, New Hampshire (L.L.S.)

Updated 12/2/2010

SCOTT J. KOWAL
Party Chief

EXPERIENCE

10/01 – Present **Party Chief**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to responsibilities listed below, duties include deed research, ground control surveys for aerial mapping, and survey precision GPS mapping.

11/94 – 8/89 **Party Chief**, ATS Survey, Inc. - DiPrete Engineering Assoc., Inc., Cranston, RI

Responsibilities included supervision of a 2-3 person field crew on a daily basis for a medium sized land surveying and engineering firm. Additionally, field duties include boundary surveys of large acreage parcels, lot surveys located on recorded plats, lot surveys on sequentially created lots in residential subdivisions, property line and as-built surveys performed to ALTA-ACSM standards, topographic surveys, excavation of groundwater table test holes and percolation tests for individual sewage disposal systems, route surveys for road and underground utility design, precise leveling utilizing single and three wire methods, Aerial photogrametric control surveys for small and large residential and large commercial projects, layout of subdivision roads, utilities, lots and buildings, offsetting and grading as needed, and low precision global positioning using Trimble ProXL unit with real time navigation beacon.

6/93 – 11/94 **Rodman**, DiPrete Engineering Assoc., Inc., Cranston, RI

EDUCATION

6/2010 #36-003280183 OSHA 10 Hour Course "Construction Safety and Health"
1995 Associates Degree in Architectural Drafting Technology, New England Institute of
Technology, Warwick, RI

AWARDS

Rhode Island Distinguished Merit Award - Architectural
Hall Institute T.G. King 2nd Place Architectural Award
Cranston Vocational Technical High School 3rd Place Architectural Award
Rhode Island V.I.C.A. 4th Place Architectural Award
New England Tech Honorable Mention - Architectural

Updated 12/2/2010

ANDREW L. NELSON
Field Technician

EXPERIENCE

4/05 – Present **Field Technician**, White Mountain Survey Co., Inc., Ossipee, NH

As a field technician Andrew's primary responsibilities have included field work associated with boundary surveys, construction stakeout, site detail surveys, topographic mapping. Additionally, he has trained new and seasonal field personnel and been responsible for ground control surveys for aerial mapping, and survey precision GPS mapping.

8/03 – 4/05 **Apprentice Well Driller**, Hartley Well, Chocorua, NH
Apprentice Pump Installer, Hartley Well, Chocorua, NH

Primary responsibilities included assisting in all stages of well drilling and pump installations. Additionally as commercial driver (CDL class B License with Tanker Endorsement).

12/02 – 7/03 **Forest Laborer**, P. A. Nelson Logging, Tamworth, NH

Primary responsibilities included chipper operation, chainsaw work, firewood processing and chip truck driver (non commercial).

05/00 – 06/03 **Forestry Technician**, New England Forestry Consultants, Alton, NH

Seasonal responsibilities included boundary reconnaissance, blazing and painting, GPS data collection, site navigation using compass and pace, harvest and skid trail layout, point sampling, timber cruising, data collection , and data analysis.

EDUCATION

6/2010 #36-003280470 OSHA 10 Course "Construction Safety and Health"
2002 B.S. w/ Emphasis in Forestry
Unity College, Unity, ME

1999 Kennett Regional High School

Updated 12/2/2010

XANN TERYEK
Administrative Assistant

EXPERIENCE

10/95 – Present **Administrative Assistant**, White Mountain Survey Co., Inc., Ossipee, NH

Report to President; perform all secretary duties for entire staff; accounts payable; accounts receivable; payroll; prepare annual and quarterly taxes; human resources; assist with proposals to potential clients; customer service duties as needed by clients. Receive all walk-in clients and handle a six line phone.

1/95 – 09/95 **Administrative Specialist / Marketing Coordinator**, Ashland Oil/The Valvoline Company, Lexington, KY

Report to Zerex and Pyroil Brand Managers / Marketing Department. Contact person for outside nationwide sales representatives; established central filing system for entire marketing department; solely responsible for order control reports, product warning labels, and marketing budget; prepared visual presentations for meetings; assisted managers with presentations; initiated and scheduled computer training courses for supervisors.

8/93 - 11/94 **Executive Secretary**, KidsPeace New England, Ellsworth, ME

Reported to Executive Director; interacted and worked directly to assist management. Composed and typed correspondence; created and maintained filing system; answered phones as necessary; scheduled appointments; arranged travel plans for entire company; assisted with state licensing needs; recorded minutes of and participated in management team meeting; interacted with clients under supervision of Director of Education; consulted on IEPs.

6/92 - 8/93 **Secretary**, KidsPeace New England, Ellsworth, ME

Prepared client evaluation packets, which included the following reports to create a diagnostic evaluation: Social History; Psychiatric Evaluation; Psychological Evaluation; Medical Report; Diagnostic Classroom Evaluation; Summary and Recommendations.

10/88 - 10/91 **Customer Service / Compliance Coordinator**, Alco Health Services/Geer Drug Company, Charleston, SC

Customer Service: answered customer calls; processed orders; handled calls related to: credits, inventory, invoices, AP/AR, picking, packing, shipping, delivery schedules and drivers; out-of-date merchandise; dealt extensively with our divisions; handled emergency drug orders for hospitals and pharmacies; assisted with physical inventories every six months; assisted other departments when necessary. Compliance Coordinator: New position created to ensure that division was complying with DEA regulations. Created and implemented new filing system; verified every customer order pertaining to controlled substances and/or narcotics; handled all calls coming and going to DEA; took daily and weekly inventories of controlled substances with departments involved; handled customer's complaints and questions regarding controlled substances; issues credits; attained power of attorney on every customer; assured legal transportation of controlled substances; reported suspicious orders to appropriate DEA officials; handled special orders; processed orders; double checked narcotic orders on a regular basis; carried out surprise audits as warranted; regulated warehouse inventory entries; gathered information at the request of DEA officials for audits. Administrative Assistant / Executive Secretary: Reported to Vice President / Division Manager. Opened, dated, and prioritized mail; copied and distributed service level reports; posted service level and stock changes daily; filed; screened visitors; screened visitors; screened phone calls; scheduled appointments; relieved switchboard operator as needed; worked on statistical projects for presentations; handled flight arrangements; planned conferences; collected information from

files and / or staff for routine inquiries; typed reports and correspondence for Vice President / Division Manger; Director of Inventory Control, Director of Data Processing, and Controller.

EDUCATION

1987

Co-op Executive Secretarial Program / Business Administration, Burdett School of Business, Boston, MA

NOEL R. SMITH
File Administrator, IT Manager

EXPERIENCE

7/02 - Present **File Administrator / IT Manager**, White Mountain Survey Co., Inc., Ossipee, NH

Responsible for the care, maintenance, inventorying, storage and retrieval of all job files, plans and plats, including third party plans and plats. Support the entire office staff by retrieval and copying of plans for submittals, and ensure job files can be located in a quick and efficient manner.

2000 - 2001 **Software Quality Assurance Sr. 1**, L3 Communications Product Integrity, Binghamton, NY

Monitored compliance with established policies, practices and work instructions. Compiled metrics on the results of monthly audits.

1987 - 2000 **Software Engineer**, L3 Communications Product Integrity, Binghamton, NY

Managed personnel and equipment resources to meet production costs and contractual requirements. Documented process, updated manuals, and developed work procedures. Maintained records accounting for work performed, work requirements and work history.

1971 - 1987 **Training Devices Data Base Manager**, U.S. Air Force

Management requirements included the supervision of between 6 and 14 people. Compile records for the tracking of Radar, Visual, and Infrared, Databases. Tested both hardware and software modifications to the simulator systems.

1967 - 1971 **Radar Specialist**, U.S. Air Force

Moved systematically into basic management roles while working in a team atmosphere, maintaining the electronic and mechanical portions of than Airborne Radar system.

EDUCATION

Mechanical Engineering Technology, New Hampshire Technology Institute, Concord, NH

Electronic Systems Technology, Vermont Community College of the Air Force (ATC), Randolph Field, TX

SPECIAL TRAINING

Conflict Management, Effective Negotiations, State University of New York Technical Leadership Program, Non-Commissioned Officer's Leadership Course, On-the-Job Training Manager / Supervisor Course, Western Human Communications Program.