

ROBERT JOSEPH TURLIP

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1248 Downey Lane SE ♦ Palm Bay, Florida ♦ 32909

December 12, 2024

City of Fort Pierce
Office of Human Resources
100 N Us Highway 1
Fort Pierce, FL 34950-4205

Dear Hiring Manager,

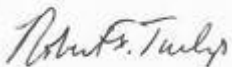
I would like to introduce myself as a candidate for the City Manager position for which your organization recently advertised. I strongly feel that I have all the competencies that you are looking for in a candidate. I am an experienced professional with proven skills working with individuals from diverse academic, socioeconomic, and cultural backgrounds.

I possess a Bachelor's degree in Business Management from the University of Scranton and a Master's degree in Public Administration from Widener University. My professional background encompasses positions in the private sector as Chief Executive Officer, local government as Borough Manager, and federal government as a Federal Air Marshal, Security Director, and Human Resources Officer/Manager. I also served in the U.S. Army in positions of increased responsibility for over 22 years having achieved the rank of Major. I have demonstrated the ability to develop long lasting relationships with stakeholders in the public and private sectors to match the priority issues and needs of the organizations for which I had the pleasure of serving.

While an Executive and Manager, I directed the strategic planning and operations of management programs to include project development, business development, personnel management, employee relations, labor relations, personnel security, employee development, grant writing, equal employment opportunity and records management. As a former law enforcement officer, I have extensive experience in physical and personnel security, conducting investigations, crisis management, emergency response procedures, surveillance, and international travel. Furthermore, as a retired military officer, I thrive on being on the front line and am fully confident in my ability to lead, handle complex issues, communicate effectively and make informed decisions. My education coupled with my civilian and military experience will ensure that my employer receives the best possible advice and representation.

I am very interested in working for a dynamic, performance-driven organization like yours that is full of new opportunities and that has the highest standards of excellence. I would very much welcome a personal meeting with you to discuss your needs and my ability to meet them. Thank you for your time, consideration and forthcoming response.

Sincerely,



Robert J. Turlip

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SUMMARY OF QUALIFICATIONS

A proven leader capable of managing diverse teams of specialized personnel, while collaborating with representatives from private organizations and outside agencies to include local, federal, and state authorities. Possess strong communication and interpersonal skills; proficient in communicating information written and orally in such a manner that is clear and comprehensive.

Skilled at learning new concepts quickly, work well under pressure, solve problems efficiently, and communicating ideas clearly. Able to effectively serve organizational needs in management of highly specialized teams. Experience working with people from diverse cultures and backgrounds.

Core Strengths:

- | | | |
|---------------------------------|------------------------------|------------------------|
| ♦ Management/Leadership | ♦ Personnel Management | ♦ Public Speaking |
| ♦ Crisis Management | ♦ Budget Management | ♦ Training/Development |
| ♦ Criminal Investigations | ♦ Economic Development | ♦ Public Relations |
| ♦ Emergency Response Procedures | ♦ Business Development | ♦ Grant Writing |
| ♦ Physical Security | ♦ Labor Management Relations | ♦ Grant Compliance |

WORK HISTORY

Pine Hills Management Corporation, Archbald, PA
Chief Executive Officer/ Project Manager

4/23 – present

- Provide executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission.
- Set and execute the organization's strategy on development, generating competitive advantages, potential new markets, and mitigating risks or seizing on opportunities.
- Develop and implement economic development strategies to attract new businesses, retain existing businesses, and stimulate job creation.
- Establish government relations, including strategic identification of opportunities, delivery of grant proposals, and overseeing implementation.
- Maintain excellent written, oral, and public speaking skills; persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills.
- Communicate effectively with all stakeholders to include the general public, the press, lawmakers or other regulators, employees, customers, suppliers, or any number of other parties interested in the company operation.
- Oversee all aspects of the building process and overall project planning, working with engineers and architects to develop plans, establish timetables, and determine labor and materials costs.
- Collaborate with marketing and communication companies to develop marketing materials and campaigns to promote economic development advantages.
- Hire and manage subcontractors and employees.
- Obtain construction permits from the local township, municipality or city.

Borough of Archbald, Archbald, PA

4/19 – 3/23

Borough Manager

- Chief managerial and administrative employee of the Borough. Administrator and supervisor responsible for activities of any and all Borough employees who were assigned to this jurisdiction by ordinance or resolution of Council.
- Worked with a Borough Council and Mayor to carry out various public functions, including administration, finance, human resources, collective bargaining and communication.
- Managed and motivated staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits.
- Obtained necessary information for preparing a budget for the next fiscal year as an explanatory budget message, and administer same once passed and adopted.
- Implement Borough legislation. To the extent provided by law, executed and enforced the ordinances and resolutions of the Borough.
- Inspired a business-oriented, professional, results-driven environment across the organization.
- Collaborated with government agencies, businesses, and community leaders to foster partnerships and promote economic growth.
- Prepared and delivered grant applications to community groups and government officials to promote economic development initiatives.
- Attended all meetings of Council and, upon request, its committee meetings with the right to participate in any discussions pursuant to the rules and regulations for the conduct of Borough meetings as established by Council.
- Assignments were varied in nature and carried-out in accordance with policy guidelines, goals and objectives set by Borough Council and applicable laws, rules and regulations.

Federal Air Marshal Service, Philadelphia, PA

4/02 – 7/17

Senior Federal Air Marshal

- Involved in the investigation, apprehension, and detention of individuals suspected or convicted of offenses against the criminal laws of U.S. air carriers, airports, passengers, and crews.
- Employed a diverse set of investigative techniques; surveillance, surveillance detection and counter surveillance, interviews and interrogations, background checks, use of cameras and photo-static machines, report writing and investigative detentions, conducted searches and seizures, prepared and obtained complaints and warrants.
- Collaborated with the U.S. Attorney, testify in court, carry out covert work assignments, and participate in multi-agency task forces as needed.

Special Assignments - Ground Based Assignment

Assistant Federal Security Director – Law Enforcement (2/11 – 2/12)

- Served as Transportation Security Administration's (TSA) primary liaison to the local area law enforcement community. Worked with law enforcement officials from other Federal, state and local agencies (FBI, DEA, Secret Service, ICE, CBP) to address law enforcement issues, share intelligence, and ensure the security of the airport.
- Facilitated investigations of potential violations of law in partnership with other law enforcement agencies, responded to security violations through participation in searches, seizures, and arrests.

Federal Air Marshal Airport Liaison Officer (2/10 – 2/12)

- Oversaw the daily activities of two assistant liaison Federal Air Marshals and coordinated field office outreach to agencies. Provided interactions with stakeholders (both civilian and government) within the aviation domain.

- Primary point of contact for Federal Air Marshal Trainee surveillance exercises; planned and supervised all Visible Intermodal Prevention and Response Aviation activities at airports.

United States Attorney's Office, Scranton, PA

8/00 – 4/02

Human Resources Officer/Deputy Administrative Officer

- Planned and supervised the operation of all phases of the personnel management program encompassing 100 employees. Directed, advised management and performed personnel work in the areas of employment, classification and position management, training, employee relations, labor relations, employee development and records management.
- Performed complex position analysis, utilized efficient techniques to fill vacancies and met personnel goals within the organization. Prepared merit promotion evaluation plans and worked with supervisor and technical raters to evaluate candidates.
- Conducted position management surveys, provided advice and assistance on performance management systems, incentive awards and productivity improvement plans.
- Counseled employees on work deficiencies including job conduct, discrimination and fraud and prepared correspondence and documentation.

Federal Bureau of Prisons

6/95 – 8/00

Personnel Officer, Elkton, OH (12/98 – 8/00)

Assistant Personnel Officer, Butner, NC (8/96 – 12/98)

- Responsible for the planning, and operation of the personnel management program. Handled staff and placement, position classification, equal employment opportunity, pay administration, labor-management relations and records management.

Personnel Security Specialist, Fort Dix, NJ (6/95 – 8/96)

- Administered the position classification program, managed staffing duties, and oversaw the employee-management relations program. Conducted and initiated security background investigations and made clearance determinations. Answered questions regarding employee benefits.
- Performed as Law Enforcement Officer during emergency situations, staff shortages, and under correctional operating crises.

MILITARY EXPERIENCE & SCHOOLING

U.S. Army Reserves

10/05 – 10/07

Region Commander (Professor of Military Science), Major, Charlottesville, VA (9/06 – 10/07)

Instructor, Command and General Staff College, Major, Sparks, MD (10/05 – 9/06)

Pennsylvania Army National Guard

1/99 – 10/05

Operations Officer, Major, Hershey, PA (5/03 – 10/05)

Battery Commander, Captain, Wilkes-Barre, PA (7/01 – 5/03)

Battery Commander, Captain, New Castle, PA (1/99 – 7/01)

U.S. Army Command and General Staff School ♦ U.S. Army Combined Arms Staff Service School

EDUCATION

Widener University, Chester, PA - **Master's Degree, Public Administration**

University of Scranton, Scranton, PA - **Bachelor's Degree, Business Management**

LEADERSHIP AND VOLUNTEER EXPERIENCE

Archbald Borough Veterans Monument Park, Archbald, PA

6/16 - Present

President

- Founder of a nonprofit organization incorporated under the laws of the State of Pennsylvania and operated exclusively within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.
- Provide oversight of organizational finances, vision, mission, volunteer staffing and long-term goal setting to establish and maintain a park within the Borough of Archbald, PA for the purpose of honoring the residents of Archbald who are current or former members of the U.S. Armed Forces.
- Lead the organization in strategic planning. In consultation with the board members, set short- and long-term goals to ensure the organization is mission-centered and outcome-oriented to construct and maintain a park in the borough that is dedicated to honoring past and present members of the U.S. Armed Forces.
- Track organizational progress and evaluates the completion of established goals.
- Supervise the fundraising efforts and coordinate special finance campaigns. Meet with donors, seek the support of corporate sponsorship and organizational constituents for individual donations.
- Supervise the design and construction of the park.

American Legion Department of Pennsylvania

Vice Commander, American Legion Department of Pennsylvania, Wormleysburg, PA

8/24 - Present

Member, National Security Council, Indianapolis, IN

10/22 - Present

Adjutant, Ambrose Revels American Legion Post 328, Archbald, PA

8/22 – Present

Director, Ambrose Revels American Legion Riders Charter 328, Archbald, PA

2/23 – Present

Commander, District 11, Lackawanna County, PA

8/21 – 8/23

Service Officer, Ambrose Revels American Legion Post 328, Archbald, PA

8/21 – 7/22

Vice-Commander, District 11, Lackawanna County, PA

8/20 – 7/21

Commander, Ambrose Revels American Legion Post 328, Archbald, PA

3/18 – 7/21

Senior Vice-Commander, Ambrose Revels American Legion Post 328, Archbald, PA

3/16 – 03/18

Post 328 Home Association, Archbald, PA

01/17 - Present

Board Member

- Serve as a Board Member of a Veteran's Organization which is operated to:
 - Promote the social welfare of the community;
 - Assist needy and disabled veterans, widows or orphans of deceased veterans;
 - Provide care and assistance to hospitalized veterans or members of the Armed Forces.