

James E. Crabtree

Leander, TX 78641

Over 11 successful years as a Dynamic Professional with a background in Program Development and Management, Public Speaking, Strategic Planning, Supervision, Training and Client Relations

CORE STRENGTHS

- Highly developed skills in achieving goals while working with diverse individuals and groups
- Excellent communicator, trainer and instructor, designing and carrying out training programs, workshops and seminars
- Strength in turning around troubled situations, cutting to the heart of the problem and developing action plans
- Strong advocate for planning, participatory decision-making, team involvement and open communication channels

State of Texas, General Land Office, Austin, Texas

2005-Present

Program Coordinator, Texas Voices of Veterans Oral History Program (2007-Present), www.VoicesofVeterans.com

- Promote the Veterans Oral History Program by speaking to various organizations, universities, schools and associations
- Interview veterans statewide; research their stories, authenticate, outline and archive in state database as well as post to the website
- Create media and marketing collateral, which increases awareness of the program, including sponsorships and donations
- Recruit and train volunteers; manage and supervise 12; delegate program responsibilities, evaluate performance and mediate conflicts
- Develop a comprehensive time line for all public speaking engagements and efforts
- Proactively identify and implement potential efficiency gains for the program; find ways that achieve objectives within strict time constraints and act as point person between staff, volunteers and philanthropy partners
- Provide extensive communication with interested parties, historians and the general public
- Produce records on status of program, including milestones, interviews that were deemed impossible to conduct and public speaking engagements for future reference

Program Specialist, Texas Veterans Land Board (2007)

- Oversee day-to-day operations and general upkeep of three (3) veterans' cemeteries; supervise, train and direct a staff of 30 with an annual budget in excess of \$1M
- Ensure the upkeep of burial records and archives for each cemetery; assist Director in inspecting each of the facilities, outlining any out of the ordinary situations
- Took part in processes to increase efficiency and develop improved operations

Outreach Marketing Representative, Texas Veterans Land Board (2005-2007), www.TexasVeterans.com

- Spoke to numerous organizations, veterans, elected officials, community leaders, banks, mortgage lenders and members of the media within a 10-county region regarding the Homeward Bound Program for veterans
- Presented at various veterans affairs events, job fairs and public programs
- Explained the benefits of using this program; answered questions and provided information in a constructive manner
- Developed visual aids and materials that educated veterans and their families
- Planned coordinated and executed a seminar for over 1000 veterans at the LBJ Auditorium in Austin, Texas; worked with family members, veterans and volunteers to get them involved and sustain continued participation in the program
- Collaborated with IT staff for the upkeep and maintenance of the website

US Marine Corps, Iraq • Camp Lejeune, North Carolina and Al Anbar, Iraq

2001-2005

Adjutant and Legal Officer

- Chief aide to the Battalion Executive Officer as well as the officer in charge of administration, payroll, legal matters, public affairs, voting, casualty reports and classified materials control for 800-1000 personnel at any given time
- Maintained up-to-date and accurate personnel files, including current records of pay rates, addresses, promotions, classifications, corrective action, sick leave, performance reviews, court-martials and non-judicial punishments
- Awarded Navy Achievement Medal for outstanding public affairs work during deployment to Iraq
- Organized, coordinated and directed award ceremonies and special events

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While Attending The University of Texas, Austin, Texas

1997-2001

Marine Reservist • Aide to Elected Officials • Student

- Received Reserve GI Bill as member of the Marine Reserves; served as an Aide to Senator Jerry Patterson and Representative Terry Keel
- Assisted with constituent casework, legislation and media relations while attending The University of Texas at Austin full time

EDUCATION: B.A. in Government, The University of Texas at Austin, 2000
Selected to serve in the Texas State Senate Page Program • Member of the winning UT Sports Trivia Bowl Team

TRAINING: USMC Basic Training; Officer Candidate School; The Basic School; Adjutant's Course; The Naval Legal Officer's Course

AWARDS: Awarded Naval Achievement Medal for Outstanding Service as Public Affairs Officer in Iraq 2005; promoted to Captain upon completion of tour

AFFILIATIONS: American Legion; Vets for Freedom; Board of Directors for the Windemere HOA (an 1800-home HOA)

OFFICE: Ran for Elective Office in Travis County in 2006, received over 66,000 votes

COMPUTER: Windows, Word, Excel, PowerPoint