

# PUBLIC RESUME

## Michael Richardson

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**PROFILE** Government and County experience spanning nearly three (3) decades. Successfully obtaining supervisory and managerial positions with transferable skill sets.

**COMPETENCES** Personnel management, US and local statues experience, strategic planning, document management, policy development, policy compliance, public safety, event management, training development, leadership acumen, communication mastery, document review, national database compliance, incident command, administrative investigations, continuity and emergency action planning

**WORK EXPERIENCE** **Support Position** - June 2014 to Present

Duties and Accomplishments

- Conduct event coordination
- Develop system design
- Conduct database management
- Execute Agency communications
- Conduct document management

**Managerial Position** – January 2006 to May 2014

Duties and Accomplishments

- Conducted personnel management
- Conducted administrative investigations
- Conducted strategic planning
- Ensured policy compliance
- Obtained leadership acumen
- Obtained communication mastery
- Utilized Incident Command
- Conducted document review and approval
- Executed corrective action for policy compliance

**Managerial Position** – January 2001 to January 2006

Duties and Accomplishments

- Demonstrated leadership execution
- Conducted emergency action and continuity planning
- Conducted training
- Agency national database manager

**WORK  
EXPERIENCE**

**Supervisory Position** – October 1995 to January 2001

Duties and Accomplishments

- Served as a training instructor
- Ensured national database compliance
- Ensured compliance with periodic audits
- US and Local statues training
- Conducted document Review

**Technician Position** – April 1995 to October 1995

Duties and Accomplishments

- Served as instructor on national Agency systems
- Trained international counterparts on Agency systems

**Entry Level Position** – May 1989 to April 1995

Duties and Accomplishments

- Obtained training on US and local statues
- Obtained training on policy adherence
- Public safety administration

**Volunteer Position** – May 1984 to May 1989

Duties and Accomplishments

- Obtained training on local Code
- Obtained training on reporting

**EDUCATION**

Bachelor of Science Degree

**RELEVANT  
PROFESSIONAL  
DEVELOPMENT**

Johns Hopkins Antietam Leadership Experience – August 2012  
Radiation Safety – May 2008  
Incident Command Training – December 2008  
Johns Hopkins Strategic Thinking Gettysburg – October 2006  
Critical Incident Peer Support – March 1998

**AWARDS**

Performance – 1991, 1993, 1993, 1998, and 1999  
Recognition – 2004, 2005, 2007, 2011, and 2012  
Honor – 2007 and 2008

**COMPUTER  
SKILLS**

Computer Maintenance and Repair, MS Access, MS Office, Adobe Acrobat,  
MS Projects, SPSS and Accela.