

Resume

Objective

I would be well suited to a challenging and rewarding opportunity that involved dealing with different types of people in various situations. Focused attention to teamwork and detail in a fast paced and sometimes stressful environment would be in keeping with my prior work experience. I am well organized with the ability to interact effectively with all levels of personnel. I am also very adaptable to changing environments and situations. My training and experience have allowed me to develop a unique skill set, which would prove valuable to any organization in the security, law enforcement or investigation fields.

Experience

05/2001 – Present **International Protective Group / Professional Development
TSCM Group**

Technical Security Specialist / Private Investigator

- Conducts Technical Surveillance Countermeasures (TSCM) related assignments in support of protective interests for both agency clients, and Technical Security Branch (TSB) sub-contracting agencies
- Performs corporate security surveys on both external and internal systems and procedures.
- Assistant Instructor for TSCM and Investigation Skills Development Training Programs and online Professional Investigation Skills Distant Learning Program.
- General investigative services.

01/2000 – 05/2001 **Waypoint Marketing Inc.**

Director

- Home based Internet marketing business.
- Provides marketing support services to small business in Canada through web site design and Internet advertising.
- Development of International e-commerce shopping site for Canadian consumers.

10/1993 – 11/1999 **BMG Music Canada**

Sales Representative

- Sales and marketing of pre-recorded CD's cassette tapes, video cassettes and DVD's
- Servicing existing national and regional accounts
- Budgeting and control of account advertising
- Development of ad layouts and point of purchase materials
- Development and implementation of sales plans and marketing strategies
- Responsible for account sales quotas based on volume levels
- Develop account specific annual business plans

07/1991 – 10/1993

Handleman Company of Canada

Purchasing>Returns Manager

- Supervise all areas of the purchasing and returns department for Ontario
- Analyze product mix and sales history reports
- Maintain and update all new release and product distribution tables and matrixes
- Prepare and submit monthly purchase projections
- Co-ordinate all returns from accounts and debits issued to vendors
- Determine pricing of product
- Negotiate and secure deals with vendors
- Supervision and directing of warehouse staff to ensure timely response to receiving and distribution of all music products

04/1991 – 7/1991

Handleman Company of Canada

Account Manager (Hudson Bay Account)

- Supervision of sales representatives specializing in one specific account
- Managing inventory levels
- Maintaining line budgets and open to buy dollars
- Liaison between company and account head office
- Development and implementation of special promotions

06/1988 – 4/1991

Handleman Company of Canada

Sales Supervisor

- Hire, supervise and provide training for sales representatives
- Weekly scheduling for designated territory and all pertinent activities to be covered
- Yearly performance evaluations of sales representatives
- Development and implementation of in-store promotions

02/1988 – 6/1988

Handleman Company of Canada

District Merchandiser

- Assisting sales manager and supervisors
- Initial training of sales representatives
- Selling and implementation of special projects
- Utilization of visual merchandising techniques

04/1984 – 2/1988

Handleman Company of Canada

Sales Representative

- Servicing of accounts within a designated territory
- Monitoring and maintenance of stock levels and store inventory with a computerized network system
- Co-ordination and set up of in-store promotions and displays
- Completion of daily store service and monthly completion reports.

5/1982 – 5/1983

R.O.W. Entertainment

Accessory Buyer

- Purchasing of all music accessories for distribution and sale at store level
- Maintain purchasing budget
- Control returns
- Maintain inventory of merchandise to fill store demand

Education

01/2005 Workplace Hazardous Materials Information System (WHMIS)

Certificate: Virtualwhmis Training Certificate

Successful completion of the WHMIS online training program for the identification and handling of hazardous materials within the work environment

05/2004 International School of Investigation and Protective Services

Certification: Advanced Investigative Surveillance

Successful completion of all in class and field training for a comprehensive professional development program in advanced investigative surveillance techniques.

05/2004 Stay Safe Instructional Programs

Certificate: Crisis Management Program

Successful completion of Stay Safe Instructional Programs requirement for crisis management.

07/2003 Ontario Fire College

Certificate: Terrorism Awareness for First Responders in Ontario

Received certificate of completion for the self-study course in Terrorism Awareness for First Responders in Ontario.

07/2003 Ontario Fire College

Certificate: Hazardous Materials Awareness for First Responders in Ontario

Received certificate of completion for the self study course in Hazardous Materials Awareness for First Responders in Ontario.

10/2002 International School of Investigation and Protective Services

Certification: Covert Video Installation Techniques

Successful completion of a comprehensive program in the design, installation, and, operation of covert video intelligence gathering technology.

11/2001 International School of Investigation and Protective Services

Certificate: Technical Surveillance Countermeasures Equipment Workshop
Successful completion of a comprehensive technical security workshop including instruction and hands-on practical familiarization involving the use of sophisticated TSCM equipment.

03/2001 International School of Investigation and Protective Services

Certification: Technical Surveillance Countermeasures
Successful completion of all in class and field training in technical surveillance countermeasures and conducting technical security surveys. Program focused on the development of the necessary knowledge and skills required relating to the equipment and techniques used in the prevention and detection of eavesdropping devices as they pertain to premises, telephone systems, computer systems and other forms of communication.

03/2001 International School of Investigation and Protective Services

Certification: High Risk VIP/Executive Protection
Successful completion of all in class and field training in high risk VIP/executive protection and in the management of protective operations. Program focused on providing a thorough working knowledge of both the basic and more advanced concepts of conducting protective operations in a high-risk environment.

10/2000 International School of Investigation and Protective Services

Certification: Private Investigation
Successful completion of all in class and field training in private investigation. Program focused on comprehensive training in advanced private investigation techniques and surveillance operations as they pertain to the investigation industry in Canada.

11/2000 Canadian Non-restricted and Restricted Firearms Safety Course

License: Firearms Possession and Acquisition
Successful completion of all in class and practical testing required for the Canadian firearms safety course for both non-restricted and restricted firearms. Received Canadian firearms license for the possession of both non-restricted and restricted firearms and the acquisition of both non-restricted and restricted firearms.

06/1997 National Association of Scuba Diving Schools (NASDS)

Certification: Advanced Open Water Diver
Successful completion of all in class and open water training including advanced dive planning, deep sport diving, night diving and advanced underwater navigation. Also covered in this program were diving fitness, dive psychology, psychological responses to diving, dealing with stress and anxiety in difficult situations, psychological conditioning, teamwork and safety responsibilities to each other, diving first aid, emergency situations, and various diving maladies. Received NASDS advanced open water certificate. Other courses completed at this time were oxygen administration/first aid in dive accidents and equipment maintenance.

08/1996 National Association of Scuba Diving Schools (NASDS)

Certification: Open Water Diver

Successful completion of all in class and open water dive training including equipment management, environmental protection, primary and secondary effects of pressure, study and use of safe dive tables and dive planning, dive partners and safety responsibilities to each other and all under water skill tests. Received NASDS Open Water Diver certificate.

06/1981 Neil McNeil Secondary School

Diploma: Ontario Secondary School Graduation Diploma (OSSGD)

Successful completion of all Ontario secondary school requirements and received an Ontario Secondary School Graduation Diploma.

Professional Associations:

IACSP - International Association for Counterterrorism & Security Professionals

CASIS - Canadian Association for Security and Intelligence Studies

Additional Information:

**Received RCMP Federal Security Clearance December 7th/2001
(Security Clearance # 10135306999990096000)**

**Issued Ontario Private Investigator / Security Guard Dual License August / 2001
(License # 015873)**

Approximately Sixty (60) hours of flight operations and cockpit orientation in a DHC-6 Twin Otter full motion flight simulator at Flight Safety Canada.

Worked on several movie sets during filming as a consultant providing the set up and operation of surveillance and technical surveillance countermeasures equipment for visual purposes. Movies worked on include "The Recruit", "The In-Laws" and "The Man".

Received the BMG Music Canada's "Sales Achievement of the Year" award in 1997 for outstanding sales and service contribution.

Received the Handleman Company of Canada's national "Supervisor of the Year" award in 1991 for outstanding achievement in customer service and field management.

*** References available upon request.**