

EXECUTIVE PROFILE

HR and operations executive with a Juris Master and progressive leadership experience across people operations, compliance, policy development, organizational growth, and business infrastructure. Partners with owners and leadership teams to identify risk, bring clarity to complex environments, strengthen workforce performance, and build practical systems that can scale. Known for connecting people strategy to the day to day realities of operations, without turning HR into a paperwork department.

SELECTED LEADERSHIP IMPACT

100+ POLICIES + SOPs	\$10M+ STATE TECHNOLOGY GRANT SUPPORT
\$4M+ FEDERAL DOD GRANT SUPPORT	END TO END HR AUTOMATION SYSTEMS BUILT

CORE EXPERTISE

HR Strategy & Organizational Design • Policy & Procedure Development • Compliance & Risk Mitigation • Employee Relations • Recruiting & Onboarding • Performance Management • Training & Workforce Development • SOP Development • AI Powered HR Systems & Workflow Automation • Change Leadership • Cross Functional Operations

PROFESSIONAL EXPERIENCE

FORGE HR | Founder & Fractional HR Director

Jul 2025 to Present

Independent HR advisory practice helping growing businesses build strong, scalable people and compliance foundations.

- Advise founders and executive teams on workforce strategy, organizational structure, role clarity, performance expectations, employee relations, and scalable HR operations.
- Assess HR infrastructure and compliance exposure, then translate findings into prioritized roadmaps, policies, procedures, SOPs, leadership tools, and practical implementation plans.
- Redesigned recruiting, candidate evaluation, onboarding, training, documentation, and performance processes for a growing digital services organization, supporting approximately 50% workforce growth.
- Develop manager ready frameworks that improve accountability, consistency, documentation quality, and the employee experience across the full employment lifecycle.

ROAMR WIRELESS & BROADBAND | Director of Operations

April 2022 to April 2026

Led cross functional operations for a broadband technology company spanning people, customer operations, field deployment, vendors, systems, and compliance documentation.

- Directed daily operational coordination across customer service, billing, field teams, tower deployment, vendor relationships, escalations, and leadership priorities.
- Created and standardized 30+ SOPs covering customer service, billing, field coordination, vendor management, training, escalation, and compliance processes.
- Coordinated operations across 15+ tower sites and 15+ vendors while strengthening handoffs between office, technical, and field functions.
- Built and delivered training for 10+ customer service representatives, improving role consistency, documentation practices, and issue resolution.
- Supported grant compliance and reporting requirements while maintaining operational records, deployment documentation, and cross functional accountability.

PROFESSIONAL EXPERIENCE | CONTINUED

K9 PARTNERS FOR PATRIOTS | Strategic Partnerships Development Manager

Oct 2018 to Feb 2022

Led partnership, funding development, and expansion initiatives for a rapidly growing veteran service nonprofit.

- Contributed to approximately 100% annual organizational growth for four consecutive years through strategic partnerships, funding development, and expansion planning.
- Supported successful pursuit and administration of \$4M+ in federal grants, \$1M in state funding, and \$100K+ in private grant support.
- Built relationships across public, private, and community sectors that expanded organizational reach and strengthened long term funding readiness.
- Supported acquisition of a 10 acre campus and partnership initiatives that increased event participation by 70%.

EARLIER OPERATIONS & HEALTHCARE LEADERSHIP

Office Team Lead / Supervisor, Clearwater Cardiovascular Consultants (2018) • Cardiac Cath Lab Office Coordinator, BayCare Mease Countryside Hospital (2017 to 2018) • Office Coordinator & Marketing Representative, Neurogenx Nerve Center (2016 to 2017)

EDUCATION & PROFESSIONAL DEVELOPMENT

Juris Master (J.M.), Contracts, Compliance & Risk Mitigation | Florida State University College of Law

Bachelor of Science, Healthcare Management | Saint Leo University

Professional in Human Resources (PHR) Candidate | Target completion: October 2026

INDUSTRY & TECHNOLOGY EXPERIENCE

Industries: Technology, broadband and telecommunications, digital services, trades, nonprofit, healthcare, and growing small businesses.

Platforms: Microsoft 365, Google Workspace, Splynx CRM, Tarana Cloud, Ubiquiti UNMS, GWN Cloud, Tower Coverage, CNHeat, GoHighLevel, ClickUp, Trello, Asana, Jira, Zoom, and Fathom.

REPRESENTATIVE ADVISORY WORK

HR Function Risk & Infrastructure Assessments • 90 Day HR Leadership & Organizational Readiness Plans • Policy & Procedure Reviews • HR Due Diligence Risk Assessments • Recruitment & Onboarding Process Assessments • Workforce Development & Funding Readiness Strategies

LEADERSHIP APPROACH

Practical, direct, and deeply connected to operations. Brings legal and compliance awareness to people decisions while keeping policies usable, expectations clear, and leaders accountable. Believes strong HR should protect the organization, equip its managers, and create the structure employees need to perform.