

MAUREEN A. O'TOOLE
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O'Toole and Allen, LLC.

"Let's Get It Right The First Time."

ORGANIZATIONAL DEVELOPMENT, MANAGEMENT AND LEADERSHIP COMPETENCIES

23 years leadership and management experience in military and civilian assignments, with positions in command, teaching, training and operations, public relations and journalism, personnel administration, staff management, and strategic and tactical analysis and planning. Skills include:

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|------------------------------------|---|---------------------------------------|
| - Course of Action Development | - Policy Analysis and Preparation | - Team Building |
| - Staffing & Recruiting | - Mission, Vision, & Values Development | - Problem Solving and Decision Making |
| - Planning, Execution & Evaluation | - Long & Short Term Planning | - Time Management |
| - Effective Public Speaking | - Meeting Management | - Staff Development |
| | | - Scenario Based Training |

NOTEWORTHY ACCOMPLISHMENTS

- ✓ Performed as a senior military instructor, providing training in planning and execution of training, strategic and tactical problem analysis and decision-making, interagency operations, and effective leadership. Received highest possible scores for instructor performance and personal recognition for significant contribution to unit national accreditation.
- ✓ As military commander, oversaw the planning, execution, and evaluation of operations with personnel in 11 states: training, human resources, budget, and recruiting and retention. Unit earned and maintained national accreditation. Unit attained 100% personnel retention and highest instructor qualification rate, 85%, in the 104th Division, US Army Reserves.
- ✓ Served as Executive Officer for two military units, overseeing staff development and operations, internal and external inspection programs, safety, training, and personnel services.
- ✓ Ran successful music instruction business for 8 years, teaching over 70 students aged 7-40 and achieving 10% student dropout rate in an industry which typically has 50% dropout rate. Company was financially solvent within first year of operation.
- ✓ Created and implemented leadership training program which provides direct leadership instruction for small groups and individual.
- ✓ Guided private and government businesses through mission, vision, and values development. Frequent guest speaker at two local colleges on effective public speaking and mission, vision, and values development.
- ✓ Hands-on technical writing experience - policies and procedures for government and private organizations in safety, warehouse management, office management, human resources, engineering reports, contract preparation, inspections and evaluations, and standard operating procedures.
- ✓ Retired as Lieutenant Colonel.

WORK EXPERIENCE

April 2009 – Present, Co-Founder O'Toole and Allen, LLC, Business Development and Solutions
2000-2008 Owner, Musical Moments Piano Studio
1999-2001 Planner for world-wide distribution of toner cartridges, Hewlett Packard
1994-1995 Private Tutor
1990-1993 Technical Writer and Officer Manager, Los Alamos Technical Associates

1990-2007 US Army Reserves: Intelligence Officer, Public Affairs Officer, Ordnance Officer
1985-1989 US Army, Active Duty, Intelligence Officer

EDUCATION

1985, B.A. Cultural Anthropology, College of William and Mary, VA.

1993, Command and General Staff Officer College, US Army.

1995, B.A., Bilingual (Spanish) Elementary Education, Boise State University, ID.

2008, M.A., Organizational Leadership, George Fox University, OR.