

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: Gretchen Cosby, Lucy Ebel, Douglas Zylstra, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, Allison Miedema

ABSENT: Commissioners: Jacob Bonnema and Kyle Terpstra

It was moved by Commissioner Sylvia Rhodea and supported by Commissioner Gretchen Cosby that the following Resolution be adopted:

WHEREAS, on behalf of the County of Ottawa, the Ottawa County Board of Commissioners is authorized to enter into a written employment contract with a person to act as Ottawa County's chief administrative officer, pursuant to Act 22 of the Public Acts of 1996, as amended, MCL §46.11(o), under the title "Ottawa County Administrator"; and,

WHEREAS, the employment agreement for John Gibbs, in the form of the exhibit, attached hereto as Exhibit "1", is modeled on the employment contract for the previous county administrator;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners appoints John Gibbs as Ottawa County Administrator; and,

BE IT FURTHER RESOLVED, that the Ottawa County Board of Commissioners approves the terms of the employment agreement Exhibit "1"; and,

BE IT FURTHER RESOLVED, that the Chairperson of the Ottawa County Board of Commissioners and the Clerk/Register are authorized to execute the employment agreement Exhibit "1"; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: Gretchen Cosby, Lucy Ebel, Joe Moss, Sylvia Rhodea, Roger Belknap, Allison Miedema

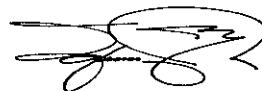
NAYS: Commissioners: Douglas Zylstra, Rebekah Curran, Roger Bergman

ABSTENTIONS: Commissioners: None

RESOLUTION ADOPTED.



Joe Moss, Chairperson
Ottawa County Board of Commissioners



Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

EXHIBIT "1"

EMPLOYMENT AGREEMENT FOR OTTAWA COUNTY, MICHIGAN ADMINISTRATOR

THIS AGREEMENT is made and entered into this 3rd day of January 2023, by and between the County of Ottawa, a Michigan municipal corporation, with a principal place of business at 12220 Fillmore Street, West Olive, Michigan 49460, ("Ottawa County") and John Gibbs, ("John Gibbs"):

Recitals

A. On behalf of the County of Ottawa, the Ottawa County Board of Commissioners is authorized to enter into a written employment contract with a person to act as Ottawa County's chief administrative officer, pursuant to Act 22 of the Public Acts of 1996, as amended, MCL §46.11 (o), under the title "Ottawa County Administrator."

B. The Ottawa County Board of Commissioners, by Resolution dated 95-38, has set forth the responsibilities and duties of the Ottawa County Administrator, in the form of the exhibit attached hereto as Exhibit "A."

C. Pursuant to the statutory authority set forth above, the Ottawa County Board of Commissioners and John Gibbs wish to enter into an employment contract for the position of Ottawa County Administrator, on the terms and conditions set forth herein.

NOW THEREFORE, for the mutual promises and assurances set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. GENERAL AGREEMENT OF EMPLOYMENT: Ottawa County agrees to employ John Gibbs as "Ottawa County Administrator," to perform the functions and duties of the chief administrative officer of the County as set forth in Michigan law, Ottawa County Board of Commissioners Resolution 95-38, and the job description attached as Exhibit "A" hereto, and to perform such other legally permissible and proper duties as the Ottawa County Board of Commissioners may from time-to-time assign.

2. TERM OF EMPLOYMENT: The term of this Agreement shall be for a period of three (3) years from January 3, 2023 through January 2, 2026 [hereinafter, "the three (3) year term"].

3. RENEWAL BEYOND THREE (3) YEAR TERM: The parties may negotiate the terms of a renewal or other extension of this Agreement for the time period following the three (3) year term. Until a written extension is approved and signed, the terms of this Agreement shall continue in effect.

4. COMPENSATION: As of January 3, 2023, John Gibbs's annualized salary will be Two Hundred and Ten Thousand Dollars (\$210,000.00). During the three (3) years of the contract, increases in John Gibbs's annualized salary shall be equal to the percentage increase, if any, granted to the Unclassified Group. The County Administrator's wage adjustment, if any, shall be implemented at the same time as all other Unclassified employees. This adjustment will then establish the new base by which future cost-of-living increases will be calculated on over the duration of the contract. John Gibbs's annualized salary will be paid bi-weekly, in accordance with the standard Ottawa County policies, therefore.

John Gibbs will also be eligible for Performance Pay at the end of each year of the three (3) year term depending on the score that he receives on his annual evaluation. Performance Pay will be calculated by multiplying the percentage score received (based on 100 percent scale) on John Gibbs's annual performance evaluation by the total Performance Pay percentage applicable according to the

range of performance achievement and then multiplying this total by the base salary applicable each year of the contract. The resulting Performance Pay, if any, will represent a one-time annual payment and will not accrue to the base salary. Performance Pay will be awarded based on the following performance achievement:

| | |
|--------------|-----------|
| 4.0 to 4.39 | 1 percent |
| 4.4 to 4.69 | 2 percent |
| 4.7 – higher | 3 percent |

The County Administrator's performance evaluation consists of a rating on a 5-point scale with 5 being highest.

5. FRINGE BENEFITS: In addition to those other fringe benefits regularly provided to the unclassified employees of Ottawa County, John Gibbs shall receive those benefits as set forth and/or modified in Exhibit "B" attached hereto.

6. PERFORMANCE EVALUATIONS: The Ottawa County Board of Commissioners shall review and evaluate the performance of John Gibbs at least once annually at the end of each anniversary date of employment. Said review and evaluation shall be in accordance with specific performance goals and similar criteria developed jointly by Ottawa County and John Gibbs. Said criteria may be added to or deleted from as the County Board of Commissioners may from time-to-time determine, in consultation and agreement with John Gibbs.

7. OUTSIDE EMPLOYMENT: Except for approved activities, during the term of this Agreement and any extension thereof, John Gibbs shall not engage in any outside employment (consulting, teaching, etc.) without the knowledge and written consent of the Chairperson of the Ottawa County Board of Commissioners.

8. DUES, SUBSCRIPTIONS, AND PROFESSIONAL DEVELOPMENT: Ottawa County agrees to pay for the professional dues and subscriptions of John Gibbs necessary for his continued participation in national, regional, state, and local professional associations and organizations necessary and desirable for his continued professional growth and advancement as Ottawa County Administrator. John Gibbs shall have his professional dues and subscriptions paid by Ottawa County for the programs and organizations related to his employment, and shall have his costs paid and/or reimbursed for attendance at seminars and conventions of the listed organizations, in accordance with the standard Ottawa County Policies, therefore.

9. TERMINATION: Notwithstanding any other term contained herein, this Agreement may be terminated without cause upon ninety (90) days written notice, given by either party hereto, and may be terminated at any time by Ottawa County for cause, (defined as intentional fraud, dishonesty, gross misconduct, or willful malfeasance in connection with the performance of John Gibbs's duties under this Agreement). This Agreement may also be terminated by John Gibbs's death or incapacity to perform the duties of his office. Subject to the terms of this Agreement, John Gibbs shall be employed at the pleasure of the Ottawa County Board of Commissioners, which may terminate his employment, with or without cause, by a majority vote of the Commissioners elected and serving.

(a) If the Board of Commissioners terminates John Gibbs's employment during the term of this Agreement, John Gibbs shall receive a lump sum severance payment in the amount of nine (9) months of his then annual salary, plus paid health insurance for nine (9) months, provided the termination is not for cause.

(b) If the Agreement is terminated because of the incapacity of John Gibbs to perform the duties of his office, he shall receive a lump sum severance payment in the amount of 9/12ths of his annual salary, plus paid health insurance for 9/12ths of a year.

(c) If this Agreement is terminated by the Ottawa County Board of Commissioners for cause in connection with the performance of his duties under this Agreement, John Gibbs shall not receive any salary paid as severance following the effective date of his termination.

(d) Any disputes regarding the payment of severance pay as a result of the termination of John Gibbs's employment under this Agreement shall be subject to mandatory arbitration to be held under the auspices and rules of the American Arbitration Association. A judgment confirming the award of the Arbitrator may be filed with any court of appropriate jurisdiction. The costs of the Arbitrator shall be paid by the County, with each party bearing the costs of their own counsel.

10. NOTICES: All notices required under this Agreement shall be given, in writing, at the following addresses, or at such other addresses as the parties may hereafter direct.

A. For the County of Ottawa:

Chairperson
Ottawa County Board of Commissioners
Ottawa County Building
12220 Fillmore Street, Room 310
West Olive, Michigan 49460

B. For John Gibbs:

John Gibbs
Ottawa County Administrator
12220 Fillmore Street, Room 310
West Olive, Michigan 49460

11. EFFECTIVE DATES: This Agreement shall be effective January 3, 2023.

12. BINDING EFFECT: This Agreement shall bind and inure to the benefit of the parties to it, and their respective heirs, successors or assigns.

13. ENTIRE AGREEMENT: This Agreement constitutes and sets forth the entire Agreement of the parties with regard to the employment of John Gibbs as Ottawa County Administrator, and all prior and contemporaneous agreements with respect thereto are merged herein. Any subsequent modification of this Agreement shall be binding and effective only if set forth in writing and signed by the authorized representatives of the Ottawa County Board of Commissioners and by John Gibbs.

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In witness whereof, the parties have executed this Agreement, effective as of the date set forth in Paragraph 11 .

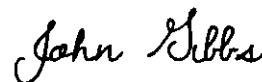
THE COUNTY OF OTTAWA



By: Joe Moss, Chairperson
Ottawa County Board of Commissioners



Justin F. Roebuck
Ottawa County Clerk/Register



By: John Gibbs
County Administrator

EXHIBIT "A"
RESPONSIBILITIES AND DUTIES

1. The County Administrator shall be responsible for the day-to-day administration of the County of Ottawa, Michigan.
2. The County Administrator shall supervise the operation and performance of all County departments and department heads, except elected officials and their officers, and, with the approval of the Board, appoint and remove all heads of departments, other than elected officials.
3. The County Administrator shall coordinate the various activities of the County and unify the management of its affairs.
4. The County Administrator shall attend and/or have department heads attend all regularly scheduled Board meetings and, at the direction of the Board, special Board meetings.
5. The County Administrator shall supervise the preparations and filing, or submission, of all reports required of the County by law.
6. The County Administrator shall be responsible for the future direction of the County by developing a continuing strategic plan for the County and presenting it to the Board for approval.
7. The County Administrator shall be responsible for the following fiscal services for the County of Ottawa: Accounting, Accounts Payable, Budgeting, Payroll and Receivables, except to the extent that portions of those responsibilities are assigned, by statute, to other offices or entities.
8. The County Administrator shall perform such other duties as the Board may assign.

EXHIBIT "B"
FRINGE BENEFITS

In addition to those standard fringe benefits provided to all Non-Classified Employees of Ottawa County, during the term of this Agreement or any extension thereof, John Gibbs shall have the additional fringe benefits and/or a modified fringe benefit package, as set forth herein:

1. John Gibbs shall have five (5) weeks of vacation each year, accruing on January 1 of each year of this Agreement. John Gibbs shall have a vacation accrued of up to 300 hours of earned vacation time.
2. John Gibbs shall have a motor vehicle allowance of \$833.33 per month, payable to reimburse John Gibbs for the costs of leasing or owning and operating a motor vehicle for his use during the term of this Agreement. The amount of this benefit is calculated using IRS Annual Lease Value Table, IRS Regulation 1.61-21, for a vehicle priced between \$20,000 to \$20,999, and the amount shall automatically increase as the IRS increases the lease value.

JOHN GIBBS

Notable Achievements

- **Ran for United States Congress and won a historic upset primary victory** against a heavily-favored billionaire incumbent, despite being outspent more than 10-to-1. Managed and led a high-performance, efficient grassroots-based campaign team and strategy.
- Served as **Senior Fellow at the American Cornerstone Institute (ACI)**, at the invitation of Dr. Ben Carson, my former boss and founder of ACI. Developed policy deliverables on key issues.
- Appointed by President Trump as **Acting Assistant Secretary for Community Planning and Development at the US Department of Housing and Urban Development (HUD)**, where I led over 700 employees and was responsible for an \$8 billion annual budget covering grants for homelessness, economic development, and disaster relief. I also led the deployment of \$9 billion in CARES Act funds for coronavirus relief, in record time with strong accountability controls.
- Served as **Senior Advisor to Secretary Ben Carson at HUD**, developing policies to: reduce waste and abuse, promote family formation, and increase self-sufficiency, across all HUD programs. Also solved HUD issues for members of Congress and their constituents.
- **Nominated by President Trump to be the Director of the Office of Personnel Management (OPM)**, where I would have directed HR policy for the two million federal employees, reforming the bureaucracy to be more nimble and accountable to taxpayers.
- **Served as missionary team leader in Japan**. Being completely fluent in Japanese, I served as leader of an international Christian missions team in Tokyo, Japan, resourcing Japanese churches and nonprofits to deliver a message of Christian hope across a variety of domains.
- **Leveraged cybersecurity experience at Symantec**, by playing a key role in developing the network security software product, Manhunt, which resulted in our startup being acquired by Symantec.
- **Developed the historic first version of the iPhone at Apple**, together with the iPhone team. Automated quality assurance processes to optimize testing time and ensure an on-time release.
- **Education:**
 - **Harvard University Kennedy School of Government**, Master in Public Administration, 2015
 - **Stanford University**, B.S. Computer Science, 2001

Key Competencies

- | | | |
|----------------------------------|------------------------------------|------------------------------------|
| ✓ Data-driven policy development | ✓ Federal Grants | ✓ Housing policy and finance |
| ✓ Venture capital and investing | ✓ Federal statutes and regulations | ✓ Elections and electoral politics |
| ✓ Japanese Political Economy | ✓ Public-private partnerships | ✓ Budget formulation |

EXPERIENCE

GOP Candidate for United States Congress (MI-03)

11/2021 – 11/2022

I ran for United States Congress in Michigan's 3rd Congressional District. In the primary, I defeated a heavily-favored billionaire opponent with near-universal name ID, despite being outspent 10-to-1. I won by designing a stronger grassroots operation which enabled me to share my message and story with more voters. I held my team to a high standard of discipline and execution. In the general election, due to a newly-drawn Congressional district favoring Democrats, I did not win, but succeeded in building strong relationships across the district and across the nation which will be invaluable in my future work.

Key Accomplishments:

- Won a historic primary upset against a well-funded billionaire opponent with universal name ID.
- Built a campaign team from scratch, creating performance goals and metrics to drive accountability and discipline.
- Executed an unprecedented grassroots outreach operation, including town halls, door knocking, yard sign deployment, and deployment to community events to meet as many voters in-person as possible.

**Senior Fellow
American Cornerstone Institute****2/2021 – 11/2021**

As a Senior Fellow at the American Cornerstone Institute, a new think tank founded by my former boss Dr. Ben Carson, I worked with team members to research and develop policy positions and action plans on various issues of importance to our nation, such as strengthening families, reducing crime, and creating unity around our founding principles.

Key Accomplishments:

- Contributed key sections to a curriculum to educate Americans on how the Executive Branch of the federal government works, especially giving inside insights from my nearly 4 years serving in the Trump administration.
- Helped define our core audience and messaging strategy so that our policy products would have maximum impact.
- Wrote numerous op-eds for the Institute on key issues, such as ending racial divisiveness, crime, and the regulatory state.

**Assistant Secretary for Community Planning and Development (Acting)
US Department of Housing and Urban Development (HUD)
Washington, DC****3/2020 – 1/2021**

Appointed directly by President Trump as Acting Assistant Secretary for Community Planning and Development (CPD) at HUD, I managed a team of over 700 staff, a coronavirus budget of \$9 billion, a regular annual budget of \$8 billion, covering homelessness, community and economic development grants, and a budget of several billion per year for disaster relief, depending on the Congressional appropriation.

- Managed the disbursement of \$8 billion in annual homelessness and block grant funds, including performing grant allocations, executing grant agreements with grantees, and obligating funds to grantees for their use on objectives specified in their grant agreements.
- Oversaw the disbursement and proper use of disaster relief funds in Puerto Rico, Texas, and other affected areas for which Congress has appropriated disaster relief funds, ensuring that more than \$20 billion in CPD disaster relief funds are used properly, and that fraud, waste, and abuse are prevented.

Key Accomplishments:

- Successfully disbursed \$9 billion CARES Act funds for CPD appropriated by Congress, ensuring these funds were ready to be distributed to grantees in record time for states and local communities to respond to coronavirus.
- Issued numerous waivers, flexibilities, and alternative requirements to HUD grantees around the nation, reducing red tape so that communities impacted by coronavirus could more quickly use their HUD funds to respond to the crisis.

**Senior Advisor to the Secretary
US Department of Housing and Urban Development
Washington, DC****4/2018 – 3/2020**

Serving as Senior Advisor to the Secretary in the Office of the Secretary, I advised Secretary Ben Carson on various policy matter, and oversaw the development and deployment of the Secretary's initiatives.

- Oversaw HUD efforts on key initiatives, ensuring their timely development and ensuring they are consistent with Administration policy and the Secretary's agenda. Initiatives included: increasing self-sufficiency among those receiving HUD rental assistance, reducing perverse incentives in homelessness programs, and ensuring housing policies do not harm national security or defense.
- Incorporated the latest research on housing, self-sufficiency, and upward mobility into HUD policy to improve HUD's effectiveness in reducing poverty.

Key Accomplishments:

- Represented HUD on White House inter-agency task forces on Rural Prosperity, Opioids Policy, and other issues, delivering specific resources and policy solutions from HUD in collaboration with Dept of Agriculture, Dept of Defense, DOJ, and other agencies, to accomplish the President's agenda.
- Played a lead role in the development of self-sufficiency mechanisms for HUD's Section 8 program, to ensure those receiving HUD aid are working or learning as they receive benefits.
- Played a lead role in the development of policy to ensure that only eligible recipients receive HUD aid.
- Developed and oversaw the rollout of new guidelines for HUD homelessness assistance, that would give more flexibility to local communities, remove barriers to treating specific subpopulations (i.e. women and children), and better recognize programs that produce long-term, sustainable self-sufficiency in the homeless populations they serve

Senior Advisor in Community Planning and Development
US Department of Housing and Urban Development (HUD)
Washington, DC

5/2017 – 4/2018

As a political appointee in the Trump administration, I served under Secretary Ben Carson as Senior Advisor to the leadership of HUD's Department of Community Planning and Development (CPD), developing policy impacting the operation and management of CPD's 43 national field offices and hundreds of staff members.

- Oversaw the activities of CPD career staff to ensure they are in-line with leadership priorities, including managing staff morale and directing priorities.
- Advised the Assistant Secretary and the Principal Deputy Assistant Secretary of CPD on policy issues, including policy development, policy research, and developing public-private partnership models.
- Represented CPD on inter-departmental initiatives and White House task forces.
- In coordination with HUD's Congressional and Intergovernmental Relations team, responded to incoming inquiries and issues from lawmakers, providing answers and solutions to members of Congress.

Key Accomplishments:

- Managed career staff priorities in CPD's Rural Economic Development group to increase support for economic development programs in rural areas, in line with White House directives.
- Developed a portfolio of public-private partnership models for CPD to enhance economic development activities while using a smaller government footprint.
- Worked with external experts to create a replicable model for developing workforce housing with no government subsidies.

Writer and commentator
Lansing, MI and various

Independently employed

5/2016 – 5/2017

Desiring to have a positive impact on the national public discourse, I chose to employ my written and oral communication skills as a writer and radio/TV commentator. I've written numerous columns analyzing racial issues, international affairs, and trending social issues. I continually leveraged my strength as a networker to build relationships in the industry.

- In collaboration with an editorial team for guidance on content and subject matter, wrote articles for various publications as a contributing author, analyzing politics, international affairs, and social issues.
- Appeared as a frequent guest on TV and radio programs around the US.

Key Accomplishments:

- Influenced the national conversation by reaching millions through being regularly featured on major news platforms. (Complete portfolio of publications and television appearances available upon request)
- Appeared as a guest panelist on Fox News, reaching a nationwide audience on issues of bipartisan importance.

<5/2015 – 5/2016 Gap: Pursued Masters degree. See Education below>

Innovative Ministries Team Leader
Tokyo, Japan

WorldVenture

7/2008 – 5/2015

Due to a strong desire to use my talents to serve the greater good, I left Silicon Valley and in order to serve as a Christian missionary in Japan. While leading our mission's Innovative Ministries Team, I continually used my strength in adaptability to adjust to a dynamic cross-cultural environment. And being a member of a Christian mission meant that personal integrity was highly valued by our organization and practiced by myself.

- Equipped Japanese churches with training and support in using social media and internet technologies to reach their society with a message of hope and combat negative content online.
- Led team meetings, evaluated team member performance, and took leadership in the recruitment of new team members, as leader of the Innovative Ministries team. Our team consisted of Americans, British, Filipinos, and Japanese.
- Together with a team of three Japanese co-hosts, appeared as a panelist and commentator on the Japanese Internet TV platform "NicoNico Video", giving expert analysis and commentary on the latest tech trends (entirely in Japanese).
- Performed Japanese-English interpretation for non-Japanese visitors and translated official documents for constituents.
- Ran ongoing fundraising campaigns for projects and initiatives, maintaining close relationships with donors.

Key Accomplishments:

- Promoted to leader of our Innovative Ministries Team after just one year.
- Increased all-hands team meetings from quarterly to monthly, and instituted monthly one-on-one meetings with each team member, to increase accountability and team ethos.
- Set up mobile-formatted website systems for 22 different Japanese churches.
- Using the PHP programming language, I built a customized website that our mission's 70+ Japanese gospel music choirs can use to order rehearsal materials. This saved our office staff many hours per week.
- As a technology commentator, achieved near-record viewership of 250,000 for popular programs on the NicoNico platform, due to my unique appeal of being a Japanese-speaking technology expert with a Silicon Valley background.
- Consistently exceeded fundraising goals for my budget and projects, being approx. 110% funded at all times.

Software Development Engineer
Cupertino, CA

Apple, Inc.

5/2007 – 4/2008

As the release of the very first version of the iPhone approached, Apple needed to thoroughly test the iPhone's compatibility with Microsoft Windows, since half of all iPhone users would be on Windows. My role was to create software to test the syncing iPhones to Windows computers. I used my strong problem solving skills to discover the nature and cause of numerous difficult-to-replicate defects.

- Created and executed test plans to verify the syncing of structured data (contacts, calendars, bookmarks, mail accounts) between Windows computers (iTunes, Outlook, Windows Contacts, Yahoo Contacts) and the first generation iPhone and iPod Touch, including non-English configurations.
- Supported international test efforts by reporting issues found with Japanese and other non-English versions of the iPhone software during Windows compatibility testing.

Key Accomplishments:

- Adhered to a demanding work schedule to ensure the on-time release of the historic first-generation iPhone, working late nights and most weekends.

- Resolved a critical defect found when syncing MS Outlook on Danish and Japanese versions of Windows with an iPhone. This saved the company costly customer support man-hours that would have been spent if this defect had not been discovered before shipping.
- Impacted the iPhone user experience by finding and reporting at least 10 key bugs found during testing that were fixed for final release.

Software Engineer
Sunnyvale, CA

Palm, Inc.

9/2004 – 5/2007

As Palm decided to begin offering smartphones featuring Microsoft Windows Mobile to its product lineup, I worked within a four-person team to design and implement the phone application on that new product line.

- Designed and implemented the UI layer of the phone application on Palm's Windows Mobile smartphones.
- Interfaced closely with Product Marketing and Carrier Relationship Managers to make sure carrier-specific required features were properly implemented.
- Created a system to modularize program code based on features and minimize code changes when building products for different cell phone carriers.

Key Accomplishments:

- Worked with a cross-cultural, multi-generational development team to successfully bring Palm's Windows Mobile smartphones to market, allowing us to penetrate the corporate smartphone market and making Palm a serious competitor to BlackBerry's dominance for the first time.
- Reduced the amount of time taken to release new smartphone variants for new cell phone carriers, by implementing carrier-based code modularization. This saved man-hours by allowing the same build to be used for multiple carriers, instead of having to use a new code base and a new build for each carrier.

Software Engineer
Redwood City, CA

Symantec (formerly Recourse Technologies)

6/2001 – 9/2004

Symantec desired to increase its market share by selling its flagship ManHunt cybersecurity product to customers already using other cybersecurity products. This meant the company needed a way for our software to talk to competitor products, to ensure interoperability between our solution and theirs. Thus working as part of a three-person team, I created add-on software for our ManHunt solution that implemented this functionality. I spearheaded development of the product while closely coordinating with other team members to ensure smooth interfacing between our product and competitor cybersecurity software.

- Designed and implemented ManHunt Smart Agents, which received, processed and relayed security alerts from third-party cybersecurity products into our ManHunt intrusion detection system software. Implemented in C.
- Created an automated build test and reporting utility that downloaded and tested the latest builds of the ManHunt product and reported the results to a web page for engineers to view. Created in Perl and shell script.
- Created visualization tools for the ManHunt product, allowing customers to view security alert data and statistics graphically. Created in Java.
- Ensured products met cybersecurity requirements of US Government customers, including NMCI (Navy-Marine Corps Internet) Common Core certification.

Key Accomplishments:

- Increased sales revenue on our flagship ManHunt product, by building ManHunt Smart Agents to integrate competitor data into our system. This allowed our salesmen to sell to customers who already had competing products installed - a market segment that had not previously been penetrated.
- Reduced product development time by giving our engineers a tool to quickly visualize the performance impact of their code changes without having to wait for quality assurance staff to begin their testing. This was accomplished through the automated build test and reporting utility that I created.

EDUCATION

Harvard University, John F. Kennedy School of Government
Master in Public Administration, 2016

Cambridge, MA
7/2015 – 5/2016

Topics Studied:

- ✓ Privacy, technology, and national security
- ✓ Advanced public relations & media training
- ✓ International trade & US political economy
- ✓ Policy writing for decision makers
- ✓ Leading and improving organizations
- ✓ Finance, startups and entrepreneurial ventures
- ✓ Negotiations
- ✓ Behavioral economics and public policy

Urban Innovation Trek: Spring study trip, 3 2016

- Visited Cleveland, Detroit, and Chicago with classmates and met with mayors, city councils, police leaders, and other senior officials, to get hands on exposure to government management at the local level.

Stanford University
Bachelor of Science, Computer Science, 2001

Stanford, CA
9/1997 – 6/2001

Topics Studied:

- ✓ Technology, ethics, and public policy
- ✓ Cryptography & cybersecurity
- ✓ Logic & automated reasoning
- ✓ Artificial intelligence
- ✓ Human-computer interface design
- ✓ Complexity theory in computational problems
- ✓ Japanese language & East Asian cultures
- ✓ Political Economy of Japan

Study abroad, 4 2000 – 9 2000

- Spent 5 months (one academic quarter and a summer) studying abroad in Japan. Highlights:
 - Lived with a homestay family while taking classes, honing my Japanese fluency and cross-cultural communication skills.
 - Did an internship at a Japanese company for the summer. During my internship, I was the only Westerner in my group, and the only English speaker, which gave me significant training in cross-cultural adaptability.

CERTIFICATIONS

Japanese Language Proficiency Test (JLPT), Passed Level N1 (Highest Level) December 2009

- JLPT is administered by the Japanese government, and my N1 qualification certifies that I have complete fluency in Japanese, including (but not limited to) reading advanced trade & government publications and conducting full reports and presentations in Japanese.

MEMBERSHIPS

- Kent County GOP (Michigan) Precinct Delegate ▶ Harvard Kennedy School GOP Caucus
- Harvard Kennedy School Black Policy Conference

Key Accomplishments:

- As a planning member of the Black Policy Conference, I planned and facilitated a plenary panel themed "The Polarization of the Black Electorate". The mission of the plenary was to examine the harms of black voters always siding 90% with the Democrat party every election. It was the most attended plenary of the conference.
- As a participant in the Kent County GOP and a precinct delegate, I helped local elected officials and candidates develop communications strategies. I also helped candidates and officials understand the impact of policy changes at the major social media providers on their campaigns and outreach.

PUBLICATIONS**The Business, Policy, and Economics of Neurosurgery****2018**

- I authored a chapter on how physicians can better encourage patient compliance by leveraging the principles of behavioral economics.