

## **J. Granville Sims**

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### **Skills Summary**

- Full Stack Web Developer
- Entrepreneur
- Business operations management and analysis

### **Experience**

Business Owner,  
Richmond, VA

Owned and managed a franchise business;  
approximately \$1.8m revenue, 40 employees

Manage all aspects of the business, including  
HR, staff management, finances, facilities,  
budgeting, accounting, customer service,  
operations, marketing and more

Various Leadership Roles,  
Northern Virginia Regional Parks

Managed recreational facilities, including  
golf courses, water parks, boat marinas, gun  
range, conference center, and others

Consistently increased revenues while  
remaining under budget

Hired, trained and managed staffs of 100+  
employees

Digital Conversion Specialist  
Library of Congress

Helped to design and implement a multi-million  
dollar digitization project

Assisted with training and managing new  
employees

Responsible for quality control of independent  
contractor work

## **Education**

May 1993

Graduate, Old Dominion University, Dean's List

- Bachelor of Science, Education
- Bachelor of Arts, English, Professional Writing

## **Other Skills and Experience**

- Web Development, University of Richmond bootcamp graduate
- Business operations and management
- All aspects of HR: staff hiring, training, management, performance evaluations, compensation, employee disputes, VEC hearings, employment law, termination
- Daily accounting as well as long-term budgeting
- All aspects of customer relations: adults, children and organizations
- Former certifications as lifeguard Instructor Trainer (NASCO), Emergency Medical Technician (EMT), Pool Operator Certification, Food Service Manager Certification
- Participated in the National Aquatic Safety Company's Tactical Board
- Effective communicator with outstanding grammar, spelling and proofreading skill
- Strategic Planning, strategy implementation
- All aspects of computer use: applications, programming, software and hardware
- Safety inspection and enforcement
- Media relations, including television appearances and publishing
- Participated in legal issues, including testifying and appearing in court and before Congress