DONNA M. OGLESBY

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PROFILE

Proven leadership skills combined with an exceptional ability to manage multiple large-scale projects, tasks and priorities effectively and in a timely manner. Especially strong skills in Human Resources management, including standing up administrative departments from scratch. Swiftly comprehends the “big picture” and executes the boldest of organizational visions. Superior communicator, easily interacts with executives, regulatory agencies, clients, vendors and staff. Core competencies include:

♦ Total Customer Focus ♦ Superb Presentation Skills ♦ Tireless Work Ethic

♦ Detail Oriented ♦ Sets Performance Standards ♦ Quality Assurance

♦ Logistics Management ♦ Mentoring & Training ♦ Excellent People Skills

♦ Substance Abuse Counselor

**PROFESSIONAL EXPERIENCE**

***Project Management:*** An operations and project manager proven successful in the most challenging assignments. Resourceful and adaptable, exercising superb competence and efficiency with every project. Career highlighted by success and constant achievement.

* Developed policies, procedures, standard operating instructions and internal directives to coordinate all HR activities within the established priorities and resources available.
* Flawlessly managed a budget of $25K while overseeing assets valued in excess of $600K.
* Supervised all maintenance, refurbishment, issue and receipt of 2.6K+ line items.
* Streamlined operations and improved productivity through effective reporting, prioritization and customer communications.
* Prepared correspondence and reports; interviewed, evaluated and assigned personnel; organized & scheduled training programs and evaluated their effectiveness.
* Authored a Quality Control Program for an administrative office serving 240+ personnel.

***Leadership and Supervision:*** A superior leader with demonstrated performance in high-pressure environments. Improved organizational performance through hands-on training and a leadership approach that emphasized decision-making through active listening.

* + Superbly managed and motivated as many as 500 personnel including subordinate supervisors; earned a reputation for firm, yet compassionate mentorship.
* Approachable, easily builds rapport with subordinates, peers and senior management.
  + Planned and organized command holiday parties and picnics for as many as 1.2K+ staff & family.
  + Created a “Road Map to Success” that motivated personnel and boosted retention by 60%, winning inclusion the *Atlantic Fleet Retention Honor Roll*.

***Problem-Solving and Analysis:*** Consistently implements keen analytical abilities and a proven team-based work dynamic with a systems-oriented approach to facilitate efficient and effective solutions. A critical thinker open to alternative views to optimize decision-making.

* Excels at proactively identifying project bottlenecks and recommending immediate, practical and cost-effective solutions on site.
  + - Created and single handedly established an Essay Contest for a proactive approach in educating area children on the dangers and consequences of underaged drinking.

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***Substance Abuse Counselor:*** An additions counselor who is competent, skilled, and committed to providing quality service. In addition to her role as addition counselor, implemented a county wide project in the prevention of underage drinking for youth in grades K-12.

* Counseled clients in individual and group sessions to assist them in dealing with substance abuse, mental and physical illness, poverty, unemployment, or physical abuse.
* Interviewed clients, reviewed records, conducted assessments, and conferred with other professionals to evaluate the mental or physical condition of client or patient.
* Collaborated with counselors, physicians, and nurses to plan and coordinate treatment, drawing on social work experience and patient needs.
* Monitored, evaluated, and recorded client progress with respect to treatment goals.
* Educated clients and community members about mental and physical illness, abuse, medication, and available community resources.
* Assisted clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, and providing support.

**EMPLOYMENT**

U.S. NAVY, Various Duty Stations: 1987 – 2008

***Operations Manager, USS Kitty Hawk (CV-63), 2005 – 2008***

***Training Manager, Recruit Training Command, 2002 – 2005***

***Maintenance Manager, USS Cormorant (MHC-57), 1999 – 2002***

***Drug and Alcohol Counselor, US Naval Hospital Pensacola, 1996 – 1999***

**EDUCATION and TRAINING**

COASTLINE COMMUNITY COLLEGE, Fountain Valley, California

***Associate of Arts,*** ***Vocational Educational Teaching,*** 2004

***Executive and Management Leadership Training:*** Decision Making and Problem Solving; Human Relations; International Relations; Organization Development; Organizational Theory; Personnel Supervision

***Health Sciences Training:*** Drug & Alcohol Certification #1368; Clinical Preceptorship; Strategies for Therapeutic Success; Compulsive Gambling; Gay/Lesbian Addiction Counseling; Domestic Violence; Women’s Addiction Treatment; Alcoholism Concepts; Managed Care Ethics; Understanding Conflict; Concepts in Co-Dependency

***Master Training Specialist Training:*** Public Speaking; Curriculum Development; Student Teaching

***Other Training:***  The Psychology of Selves; Communication Etiquette; Motivate and Recognize Employees; Secrets of Female Leaders; Essential Skills for Tomorrow’s Managers; Establish and Maintain Authority; Navy Business and Fiscal Practices; Managing Change; Time Management

***Computer Skills:*** MS Office Suite ( Proficient with Word, PowerPoint, familiar Excel, Access)

**MILITARY**

Senior Chief Petty Officer (E-8), U.S. Navy Completed 21 Years of Service