

Peter J. Kaczanowski

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PROFESSIONAL SUMMARY

Experienced, results oriented management professional with specialization in operations/project management and communications. For the last 5 years as Executive Officer/Public Relations Officer, I was the "Face of the Navy" for the business. I firmly believe in using metrics to analyze data and then drive new innovation or improved processes and products. My military transfers every 2-3 years have prepared me to seamlessly integrate into a new culture and improved the efficiency of operations.

CORE COMPETENCIES

Extensive operations and budget management experience

- Second in command, led 42 staff in all aspects of building facilities operation and the resource management of a \$10.5M budget for 1100 personnel.
- Responsible for planning, drafting and executing training programs for 1400 part time personnel in 20 separate business units utilizing a \$4.7M training budget.
- Handpicked for job, strategically led 35 staff and 700 part time personnel maintaining 100% of business requirements while integrating two organizations into a cohesive team.

Committed to process improvement

- Driver behind management control process. Using Six Sigma techniques, led a team of 8 over six months improving inter-departmental communication and efficiency by 30%.
- Recognized for numerous "Best Practices" in customer service and establishing a positive work environment/culture change for two Headquarters inspections.

Project/Program Management

- Saved the Navy \$1.2M over contractor training by redesigning courses and implementing data system upgrade project allowing transition of 3 Navy Squadrons 11 months early.
- Department Manager for Owner Services Group responsible for environmental services; forecasted sales, tracked project completion via database, ensured client satisfaction.
- Emergency Preparedness Program Manager; developed and trained 40 staff to Continuity of Operations emergency plan, working with first responders and local hospitals.

Relationship Builder

- Performed site visits to inspect HVAC equipment and related building systems and build customer relationships with government agencies and employees.
- Recognized for numerous "Best Practices" in customer service and establishing a positive work environment/culture change for two Headquarters inspections.

Communications Leader

- Managed federal marketing efforts including; public affairs, industry research, attendance of trade shows, conferences and events of targeted markets.
- Enhanced company website – created a federal web page, awards page and company news page highlighting the latest positive company images.
- Certified Instructor. Communication and safety training directly led to organization receiving the Chief of Naval Operations (CNO) Safety Award, the highest Navy Safety Award.
- Driver behind management control process. Using Six Sigma techniques, led a team of 8 over six months improving inter-departmental communication and efficiency by 30%.

Peter J. Kaczanowski - continued

PROFESSIONAL EXPERIENCE

Karges-Faulconbridge Inc. (KFI Engineering)
Federal Program Manager

Apr 2010 – Aug 2012

US Navy

Executive Officer / Public Relations Officer
Executive Officer / Public Relations Officer
Program Director
Department Head for Operations, Training and Administration
Department Head for Operations, Training and Administration
Transition / Division Officer
Training Officer / Flight Instructor
Mission Commander / Instructor/Navigator
Navy Officer Training / Flight School

Jan 1987 – June 2007
Aug 2004 – Jun 2007
May 2002 – Jul 2004
Apr 2000 – Apr 2002
Oct 1998 – Apr 2000
Jan 1996 – Sep 1998
Oct 1993 – Nov 1995
May 1991 – Oct 1993
Nov 1988 – May 1991
Jan 1987 – Nov 1988

PROFESSIONAL SCHOOLS/AFFILIATIONS

FEMA Continuity of Operations Program Mgr
LEED Green Associate - USGBC
Environmental/Health/Safety – US Navy
Communications Instructor – US Navy

Society of American Military Engineers (SAME)
Six Sigma Green Belt – Villanova University
Security Training Level II - US Navy
Total Quality Management – US Navy

Certifications

- Six Sigma Green Belt certified
- LEED Green Associate certified
- CPR / AED certified
- Navy Facilitator

VOLUNTEER WORK

Boy/Cub Scout Leader
Elementary School Athletic Coach
MN Science Judge – Regional and State
Recognized as Scout Volunteer Family of the Year in 2012
Volunteer trumpet player – church/scouts/school

OTHER ACHIEVEMENTS/PROFESSIONAL DEVELOPMENT

- Eagle Scout – Boy Scouts of America
- Dean's list at University of Minnesota, San Jose State University and UW-Fox Valley
- Received 8 Navy Commendation/Achievement Awards for Outstanding Performance

EDUCATION

Master's of Business Administration (Finance)
Bachelor's of Aerospace Engineering & Mechanics

San Jose State University
University of Minnesota