

Kimberly Gale Rea

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OBJECTIVE

To obtain an adjunct teaching position within the Department of Parks, Recreation and Hospitality Administration at Arkansas Tech University.

EDUCATION

University of Missouri, St. Louis, Missouri

Major: Masters in Public Policy Administration Graduated May 2006

Arkansas Tech University, Russellville, Arkansas

Major: Bachelor Degree, Recreation & Park Administration Graduated May 1999

WORK EXPERIENCE

Realty Specialist, Corps of Engineers, (GS-1170-9), Little Rock, Arkansas

October 15, 2018 - Present

40 hours/week - \$31.52/hour

Supervisor: LaTasha Rideout **Contact:** Yes **Phone:** 501-324-1210

- Serve as a Realty Specialist within the Management and Disposal Branch issuing and managing outgrants for Government property in support of the Civil Works and Military missions within the Little Rock District boundary.
- Responsible for oversight of outgrants for multiple projects within the Little Rock District, ensuring outgrant types meet the needs of the project and the customer, and negotiating changes to agreements.
- Responsible for recreation real estate actions for multiple projects within the Little Rock District service area to include field investigations, annual inspections, compliance inspections, and property management.
- Responsible for preparing and reviewing outgrants (leases, licenses, consents) to ensure compliance with real estate regulations.
- Responsible for utilizing the REMIS database to track all real estate work, conduct research, and run reports.
- Responsible for collection of fees associated with outgrants and entering them into the Corps of Engineers Financial Management System.
- Coordinate with Operations Division to ensure timely response to all real estate actions requests.
- Effectively respond to customer's verbal and written inquiries, complaints, or claims and find resolutions.
- Ensure all contracts, invitation for bids, and encroachment actions are properly entered into the appropriate databases (REMIS/CEFMS).

Supervisory Natural Resources Specialist, Corps of Engineers, (GS-0401-12), West Alton, Missouri

June 21, 2009 – October 14, 2018

Recreation, Interpretive Services & Outreach Manager, 40 hours/week - \$42.59/hour

Supervisor: Karen Watwood **Contact:** Yes **Phone:** 314-581-9055 (cell)

- Serve as supervisor for the Recreation, Interpretive Services and Outreach Program encompassing a 300-mile reach of Mississippi River, the lower 80 miles of the Illinois River; consisting of 4 navigation locks and dams, over 50,000 acres of public land and 67,000 acres of water.
- Plans and assigns work to employees, and establishes quality standards. Establishes and communicates guidelines and performance requirements to employees; conducts formal performance reviews; and identifies and provides for the developmental and training needs of employees. Hears and resolves

employee complaints, effects minor disciplinary measures, and recommends action in more serious cases.

- Responsible for overseeing the administration, direction, coordination, operation and management of all recreation access areas and the National Great Rivers Museum, a regional visitor center receiving attendance of 65,000 + annually.
- Responsible for the supervision of 7 full-time staff, 2 student staff and 25+ volunteers.
- Responsible for coordinating and executing public open houses, coordination of public meetings to include creation of agendas, development of invitations and mailing lists, and delivering oral presentations to diverse audiences/stakeholders including private citizens, adjacent landowners, state, local and federal agency partners and other special interest groups.
- Responsible for park administration, planning, and management for 3 projects that make up the Rivers Project Office.
- Responsible for developing and establishing overall policy for natural resources, park and river access management programs to include natural, scenic, cultural and historical values of public lands and open space.
- Responsible for development of management plans that ensure compliance with laws, policies, and procedures to benefit the public while protecting and enhancing habitats for fish and wildlife,
- Responsible for reviewing plans to ensure they meet the needs of the project and to identify and correct/refine scopes to ensure successful outcomes for the project, district, and the public.
- Responsible for oral presentations to highlight the importance of USACE missions and project initiatives. Presentations include congressional delegations, international visitors, special groups, educational partners, and public forums including workshops, industry days, and partner events.
- Responsible for public relations/affairs for the project to engage stakeholders and communities within the project service area.
- Performs administrative and human resources management duties for the recreation program; provides advice, counsel or instruction on both administrative, work assignments, and developmental plans.
- Responsible for overall compliance of the safety program within the recreation program for both staff and the visiting public.
- Responsible for recreation real estate actions for 4 marina outgrants and 1 industrial outgrant to include annual inspections, compliance inspections, and property management.
- Responsible for assisting with field investigation, inspection, and compliance reviews.
- Assists real estate with determining appropriate terms and conditions for outgrants, leases, licenses, and other documentation needs.
- Represents the Project and serves as liaison with numerous partner and stakeholder groups including local, state and federal government agencies, non-governmental organizations, for profit businesses and other community groups. Provides technical information, discusses partnership opportunities, program requirements and opportunities to resolve conflicts that arise on project lands and waters.
- Manages a complex recreation program in a large metropolitan area. Responsible for the development of plans and execution of approximately \$1.7M annual budget. Responsible for recruitment, hiring, and training of staff to ensure success of the program. Provides support to other mission areas within the Corps of Engineers including the District Office, District Project Sites, and other sections as required.
- Project manager for the recreation, visitor assistance, interpretive services and outreach to include all public services within the project boundaries. Responsibilities include program development, operation, interpretive exhibits and brochures, public affairs (social media), resource information management, maintenance of facilities, and staff and visitor safety.
- Serves as a member of the Project Leadership Team. Provides input to for Master Plan development to ensure all programs and policies are cohesive. Provides leadership for program development and coordinates implementation across business lines.
- Collaborates with Project staff to develop executable plans for all programs to benefit the project and the public. Engages partner groups as required to obtain input on plans.

- Planned, directed, assigned and evaluated work assignments in the areas of recreation management, natural resources management, land use/real estate management, visitor assistance, facility management, outreach and outdoor education and contract administration.
- Supervision, leadership and management for programming, marketing and operation of the National Great Rivers Museum, including an aggressive community outreach and involvement program, environmental education at the K through 12 and adult levels, public relations and volunteer program.
- Serve as an approver/certifier for the small purchase card program with oversight of two staff cardholders.
- Responsible for the development of partnership strategies and leverage of resources to further public service goals.
- Liaison for multiple partnerships, including two, 501(c) (3) cooperative associations supporting the mission and outreach program of the National Great Rivers Museum and the Mississippi River Water Trail.
- Oversee the planning and implementation of large regional special events that require partner coordination.
- Develop plans, budget, and manages staffing recommendations, recruitment and selection.
- Coordinates project work with all project staff/program leads to ensure that work being performed fits within the Project Master Plan/Operational Management Plan and is completed with minimal impacts to the resources.
- Works collaboratively with partners to advance outdoor recreational opportunities.
- Serves on district, regional, and national teams to develop policy and products to benefit the public.

**Natural Resources Specialist (Ranger), Corps of Engineers, (GS-0401-11), West Alton, Missouri
February 5, 2007 – October 13, 2007 (Developmental Assignment/Interpretive Services Team Lead)
October 14, 2007 – June 20, 2009**

Interpretive Services & Outreach Program Team Leader, 40 hours/week - \$27.89/hour

Supervisor: Patrick McGinnis (retired); Contact: Yes Phone: 618-520-7060

- Serve as Acting Team Leader and then permanent Team Leader for the Interpretive Services and Outreach Program encompassing a 300-mile reach of Mississippi River, the lower 80 miles of the Illinois River; consisting of 4 navigation locks and dams, over 50,000 acres of public land and 67,000 acres of water.
- Responsible for overseeing the administration, direction, coordination, operation and management of the National Great Rivers Museum, a regional visitor center receiving attendance of 65,000 + annually.
- Responsible for the supervision of 3 full-time, 3 part-time staff, and 25+ volunteers.
- Responsible for providing supervision, leadership and management for programming, marketing and operation of the National Great Rivers Museum, including an aggressive community outreach and involvement program, environmental education at the K through 12 and adult levels, public relations and volunteer recruitment.
- Responsible for developing and establishing public programs and events to promote natural resources, recreation, public lands and highlight natural, scenic, cultural and historical values of public lands and open space.
- Responsible for the development of partnership strategies and leverage of resources to further public service goals.
- Liaison for the multiple partnerships, including a 501(c) (3) Foundation supporting the mission and outreach program of the National Great Rivers Museum.
- Oversee the planning and implementation of large regional special events that require partner coordination.
- Developed plans, budget, and managed staffing recommendations, recruitment and selection.

**Park Ranger, Corps of Engineers, (GS-0025-7/9), West Alton, Missouri
May 6, 2002 – February 5, 2007**

Recreation & Visitor Assistance Park Ranger, 40 hours/week - \$20.95/hour

Supervisor: Karen Watwood Contact: Yes Phone: 314-581-9055 (cell)

- Administered/managed seven law enforcement contracts: prepared schedules, contract task orders, and communicated regularly with agency representatives.
- Assisted in preparing budget for the Rec/VA program to include data entry into budget program.
- Liaison for numerous partners to include local, state, federal and non-governmental organization partners.
- Administers service contracts including preparation of contract scopes, initiation of purchase requests, pre-bid site visits, pre-work orientation site visits, coordination with contracting office, review of invoices, preparation submittal of receiving reports, preparation of schedule task orders.
- Coordinated and oversight of implementation of security measures for project.
- Coordinator for special events.
- Managed student employees to include recruiting, interviewing, hiring, scheduling and oversight.
- Facilitator for development of a 121-mile water trail on project waters on the Mississippi River.
- Acting Recreation Manager during manager's deployment to hurricane recovery (Fall 2004 & 2005).
- Served as alternate fee cashier, uniform coordinator, security manager (project wide), sign program manager and safety officer (for NRM program).
- Conducted surveillance of lands, waters, park areas to enforce rules/regulations. Ensure environmental protection, visitor safety, and property security.

Park Ranger, Corps of Engineers, GS-0025-05, NRRS Contract Management Office, Rutland, Vermont

July 3, 2000 – November 4, 2000

Park Ranger (Finance Assistant), 40 hours/week \$10.24/hour

Supervisor: Carol Holtz, US Forest Service, retired

- Reconciled financial documents for the National Recreation Reservation Service (NRRS).
- Created/implemented a comprehensive filing system for all financial documents.
- Communicated with stakeholders from private businesses, federal agencies, and contractors at all levels to resolve issues within the NRRS program.

Park Ranger, Corps of Engineers, GS-0025-5/7, Pine Bluff, Arkansas

June 6, 1999 – February 2, 2001

Recreation & Visitor Assistance Park Ranger, 40 hours/week, Salary: \$10.24/hour

Supervisor: Hal Lee, retired

- Responsible for updating the Pine Bluff Project's five-year master plan.
- Identified and prioritized needs for all recreation areas and prepared budget recommendation for annual improvements to park facilities.
- Ability to work with diverse groups including staff, volunteers, campground hosts, and the public.
- Promoted information, enforcement of regulations, and interpretive opportunities for the public.
- Served as Project representative on the District Water Safety Team. Chair of navigation committee.
- Created and implemented parking lot accessibility plan.
- Created an accessibility plan to rehab and retrofit current park facilities to meet the American with Disabilities Act (ADA) and Uniform Federal Accessibility Standard (UFAS) guidelines.
- Assisted in preparation of contracts to carry out specified objectives of the accessibility plans.
- Recruited, trained, and monitored contractors and volunteers working in campgrounds.
- Assisted in the management of campgrounds. Supervised park attendants and assisted with resolution of conflicts.
- Assisted with real estate actions in the project service area.

- Managed project sign program. Acted as alternate recreation fee cashier and alternate NRRS point of contact.

**Park Ranger (Student Ranger), Corps of Engineers, (GS-0025-04), Mountain Home, Arkansas
May 12, 1997 – June 5, 1999**

Student Park Ranger, Cooperative Education Program, 40 hours/week - \$8.36/hour

Supervisor: Glenn Priebe, retired

- Ability to work with diverse groups including staff, volunteers, campground hosts, and the public.
- Assisted in the supervision of campgrounds. Responsible for oversight of campground hosts. Assisted with the administration of park attendant contracts. Supervised park attendants and assisted with resolution of conflicts. Recruited, trained, and monitored contractors and volunteers working in campgrounds and recreation areas. Prepared regular correspondence for updating campground host training. Operated campgrounds during absence of campground hosts.
- Performed boundary line location, maintenance, and inspected for compliance with contract.
- Coordinated and developed a plan to keep track of all easements, licenses, and permits for the Mountain Home Project that included Norfolk and Bull Shoals Lakes.
- Performed annual compliance inspection for floating facilities.

Activities/Hobbies

- Distance Runner
- Outdoor recreation with family
- Gardening
- Traveling

Training:

- Visitor Assistance Training (Citation Authority Obtained) (06/01/1997)
- Visitor Assist. Program for Natural Resources Management (06/16/2000)
- O&M Contracts (02/28/2003)
- JAG - Fiscal Law
- Supervisory Leadership Development Program, St. Louis District, 2015 Graduate

Certifications/Project Delivery Teams:

- Certified Park and Recreation Professional (12/11/1999 - present)
- Mississippi Valley Division Representative – National Sign Advisory Work Group (2002-2018)
- Member, Mississippi Valley Division Public Outreach Team – Our Mississippi Newsletter (2006-2018)

Awards & Honors

- Mississippi Valley Division, Hiram M. Chittenden Award for Interpretive Services, 2013
- Commander's Award for Civilian Service, Little Rock District, 2012
- 2012 Project Delivery Team of the Year, Little Rock District

References

Brett Stawar
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618-696-6477/BStawar@visitalton.com

Matt Vielhaber
Project Manager
(314) 440-0925/Matthew.R.Vielhaber@usace.army.mil

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Sylvester Jackson
Realty Specialist
501-412-8226/Sylvester.jackson@usace.army.mil

*Additional references available upon request.