

THOMAS C. GEORGES

ADAPTIVE AND DYNAMIC REAL ESTATE OPERATIONS AND ADMINISTRATION PROFESSIONAL WITH PROVEN LEADERSHIP SKILLS AND A “ROLL UP MY SLEEVES” ATTITUDE

PROFESSIONAL PROFILE

Operations & Administration Management ■ Leadership ■ Project Management ■ Strategic Planning
Process Improvement ■ Finance, Logistics & Supply Management ■ Culture ■ Operational Oversight

Experienced forward thinking and open-minded executive with success in high profile leadership roles, for both established and start up endeavors. Achieves performance excellence by leveraging vision and mission, remaining resource-focused and prioritizing outcome-driven objectives to timetables. Provides strategic, administrative and technical oversight to lead organizational change efforts, influencing multiple functions together to meet goals and objectives. Serves as a trusted adviser to the executive team and key stakeholders. Ensures consistent delivery of successful outcomes within the most challenging, complex environments. Additional competencies include:

- Strategic Planning & Leadership
- Multi-Site Facility Operations
- Public & Media Relations
- Regulatory Compliance
- Operational Forecasting
- Office & Operations Supervision
- Logistics & Supply Operations
- Administrative Oversight
- Project Planning & Execution
- Customer Satisfaction
- Problem Solving
- Facilities Management
- Six Sigma Methodology (Green Belt)
- Training, Evaluation & Mentorship
- Fleet Vehicle Program Management
- Decision Making & Prioritization
- Long Term Capital Planning
- Environmental Health & Safety

PROFESSIONAL EXPERIENCE

FACILITY & ADMINISTRATION MANAGER – MITSUBISHI ELECTRIC, VERNON HILLS, IL 2019-PRESENT
Management of Corporate Facility & Administration Departments. Responsible for the development, management and implementation of corporate policies of the Corporate Office and remote office facilities, environmental health and safety, fleet vehicle program, company travel program, public/community relations, and related administration functions.

- Executive Advisor to the VISION Committee (philanthropic) in accordance to the Mitsubishi Electric America Foundation
- Executive representative to the Employee Change Committee and the Activities Committee
- Direct and coordinate office services including internal and external mail distribution, and employee communications
- Act as the liaison with the corporate office in managing safety and environmental matters as well as administering the loss prevention programs (Worker's Compensation, Property and Liability Insurance, and Certificates of Insurance)
- Establish and maintain security procedures that protect the property and all employees on the company premises while planning preventative and incidental maintenance of the buildings and grounds
- Recommend measures in order to prevent industrial accident and health hazards while partnering with business units and insurance providers to assess work related accidents and provide the appropriate accident prevention strategy

OWNER/ENTREPRENEUR – BOARDWALK PROPERTIES, TWIN LAKES, WI 2014-PRESENT
Business leader, and general director providing business leadership. Manage facilities, maintenance (HVAC, electrical, janitorial, landscape, mail distribution, security systems) and construction management (contractors, architects, and design professionals). Spearheaded property site selection, acquisition, assessment and all special building construction and facility projects. Liaised with government approval agencies to facilitate construction projects (plan approval, permit acquisition), environmental (WI DNR) and safety (Fire Department) matters.

- Responsible for execution and management of the daily, monthly and annual goals through the capital improvement plan
- Manage construction and renovation projects for commercial and residential projects at multiple locations
- Manage properties, establish operational policies, and regularly coordinate with tenants for finance and scheduled services
- Provide direction for continuous improvement to support various business changes and meet customer requirements
- Regular responsibilities include: balance sheet, forecasting, determine market rental rates, cap rates, benefit plans, and insurance policies. Also, determine market values and market cycles, and new ways to increase capital

UNITED STATES ARMY RESERVE, COLONEL, various locations nationwide

EXECUTIVE OFFICER – ADMINISTRATION & TRAINING, FORT LEONARD WOOD, MO 2014-2017 (END OF SERVICE)

Supported the Deputy Commanding General for Training & Mobilization providing administration and training support for all personnel located at Fort Leonard Wood.

- Managed all administrative functions of the organization from planning, payroll, personnel, and training
- Functioned as the Chief-of-Staff coordinating the actions of four school houses to ensure maximum installation utilization
- Oversaw staff actions from bullets to copy paper ensuring the organization is prepared to accomplish the mission

UNITED STATES ARMY, COLONEL, various locations worldwide

SENIOR DIRECTOR – HUMAN TERRAIN SYSTEM, FORT LEAVENWORTH, KS 2011-2014 (END OF ACTIVE SERVICE)

Directed all operations and administration for a congressionally funded program with over 400-employees and multiple locations. Managed director level staff of 10 divisions to include: administration, operations, facilities (supply & logistics), training, IT, and operational staff (research, analysis, assessment & evaluation) of all facilities in large and small business units located worldwide. Reporting to the CEO, I had full operational responsibility for all global facilities, management, strategic planning, employee communication, projects, planning, budget and development of standard operating procedures.

- Implemented enterprise-wide quality system, instilled solid leadership, improved structure, and enhanced facilities and construction operations managed through regular meetings with primary staff
- Oversee and direct daily business operations which included establishment and performance of annual reviews of employees
- Planned and executed building closures, global space reductions plan and the move of 150 personnel while maintaining projects in multiple locations without interruption of business or customer support
- Managed a \$26 million capital budget; driving operational process improvements, developing strategies, implementing policies, consistent with organizational direction, culture and customer requirements
- Regular political coordination to ensure timely responses to congressional enquiries
- Managed project resources (quality, cost & schedule criteria) for priority support which exceeded key operational performance targets; identified measures of performance and effectiveness to develop analysis of 2nd and 3rd order of effects

DIRECTOR – INTELLIGENCE & SECURITY OPERATIONS, HIGHLAND PARK, IL

2009-2011

Managed and directed organizational systems at Fort Sheridan military installation in Lake County.

- Established and maintained security procedures and environmental control of the facility, life safety and mechanical equipment operation to ensure employee safety and plan for general preventive maintenance on the installation
- Drafted safety reports, reviewed all accidents, incidents and identify trends as well as implementation of changes to develop an accident prevention strategy; maintained and reviewed fire safety and disaster plans
- Developed and directed two major emergency management installation wide exercises which synchronized with local, state and federal authorities, including 12 local and state first responder agencies (police & fire), two hospitals, FBI and FEMA authorities; this improved regional security measures by creating and implementing an interagency support agreement

GENERAL MANAGER – COMMANDER, INTELLIGENCE OPERATIONS, SAN ANTONIO, TX

2007-2009

Supervised the management for administrative, operations, maintenance and staff of all facilities totaling 162-member start-up organization with a program budget of \$3 million.

- Established working facilities, hired a staff; led the development of training curriculum; established policies and procedures which exceeded expectations and time line by rigorous training and developing strong organizational morale
- Provided strategic direction and implemented a planning process to be translated into product/service requirements which saved 50% planning time after deployment and significantly improving customer satisfaction
- Provided leadership for maintenance, financial analysis, customer service and production support staffs
- Responsible for inventory, managing cost, inbound/outbound freight, performance measurements, and storage capabilities

EDUCATION & TRAINING

UNIVERSITY OF THE INCARNATE WORD, SAN ANTONIO, TX

Master of Arts in Administration, Organizational Development

Master of Arts in Administration, Applied Administration (Completed Requirements, school awards one degree)

Master of Business Administration (80%, not completed due to military deployment)

NORTHERN ILLINOIS UNIVERSITY, DEKALB, IL

Bachelor of Science, Liberal Arts

 EDUCATION & TRAINING (CONTINUED)

U.S. ARMY QUALIFICATION COURSES, VARIOUS LOCATIONS

Administration, Intelligence, Engineer, Logistics Management & Information Operations (IT)

PROPERTY BOOK OFFICER (BRIGADE PROPERTY BOOK OFFICER & FACILITY MANAGER)

Construction, Facilities, Logistics & Supply Management

SECURITY MANAGER (INSTALLATION FACILITY MANAGER/EMERGENCY MANAGEMENT)

Physical & Electronic Security within Building Maintenance for an installation of 100+ structures

REAL ESTATE APPRAISER**REAL ESTATE BROKER**

Evaluated new and existing commercial and residential construction projects

HEARING OFFICER, JOHNSON COUNTY, KANSAS**HEARING OFFICER, THE STATE OF KANSAS, LAWRENCE, KANSAS**

Ensure equal and uniform tax assessment by resolving disputes between taxpayers and taxing authorities. In addition, passed the Illinois Department of Revenue State Exam to be a Hearing Officer in Illinois.

 AFFILIATIONS & VOLUNTEER WORK

PLANNING & ZONING COMMISSION MEMBER, VILLAGE OF MUNDELEIN, IL

2017 - PRESENT

- Operate in accordance with provisions of Illinois State Statutes and Village Ordinances to review proposed development and land uses for compliance with the comprehensive plan and zoning map of the Village
- Participate in public administration hearings to accept comment and make recommendations to the Village Board based on the merits of the projects, public comments, and compliance with the comprehensive plan and zoning maps
- Review of plats of subdivisions, re-subdivisions, annexations and Planned Unit Developments
- Considers petitions for annexation, zoning, rezoning and special use permits
- Prepares Findings-of-Fact and presents its recommendations to the Village Board

TREASURER, CUB SCOUTS PACK 60, ST. JOSEPH CHURCH, LIBERTYVILLE, IL

2016 - PRESENT

Maintain financial accountability of organizational income & expenses

FOSTER PARENT

2015 - PRESENT

VOLUNTEER, AQUANUT WATER SHOWS ADAPTIVE PROGRAM, TWIN LAKES, WI

2014 - PRESENT

Assist individuals with disabilities the opportunity to experience the fun and excitement of waterskiing