

JOSEPH G. PODOLINSKI

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Results-driven senior management professional with a proven track record and experience contributing to the advanced performance, growth and profitability of diverse organizations. Oversaw all aspects of day-to-day operations – including recruiting, sales, metrics/deliverables, compliance, budgeting and forecasting, program management recruitment/training functions – to ensure alignment with business goals and objectives. Leverage strong project management skills to drive continuous improvements to quality and service delivery. Capitalize on superior communication and interpersonal skills to cultivate valuable client, partner and vendor relations. Build and spearhead top-performing teams, providing the guidance, training and support needed to meet and exceed all expectations. Over 18 years experience coal industry. Core competencies and transferable skills include:

Strategic & Tactical Planning • Operations & Project Management • Sales & Marketing • Client Needs Assessment
Contract & Grant Management • Budgeting • Continuous Process Improvement • Performance Management
Service Quality Optimization • Client, Partner & Vendor Relations • Team Building, Training & Leadership

PROFESSIONAL EXPERIENCE

FAY PENN ECONOMIC DEVELOPMENT COUNCIL, Uniontown, Pennsylvania • 2008-Present

Keystone Innovation Zone Coordinator – Fayette-Washington Counties

Oversee the Keystone Innovation Program in collaboration with the Department of Community & Economic Development, encouraging the commercialization of research and development ideas amongst companies and institutions of higher education to recruit new business growth in Fayette-Washington Counties. Forge alliances with levels of government, colleges, universities and other Keystone Innovation Zone (KIZ) companies within the region. Developed partnerships with electric energy generation, gas drilling/exploration companies within the Marcellus Shale. Provide, assist and award grants, tax credits for eligible companies, students and universities. Provide support services and technical assistance for organizations with patent applications, licensing as well as business and strategic planning. Committee participation with: FWKIZ Advisory Board, Tri County Oil & Gas Expo including the Education/Workforce committee, Penn State University's PA Prosperity (Energy) Water Research Project.

- Exceeded goals for funding and attracting new start-ups as well as creating and retaining jobs within KIZ zones.
- Successfully provided outreach to 30+ businesses and academic institutions in Fayette-Washington counties.
- Organized and convened 3 forums on entrepreneurship, SBIR/STTR and Alternative Financing to assist and support businesses, students and entrepreneurs within the KIZ and region.

PENNSYLVANIA STATE UNIVERSITY, Uniontown, Pennsylvania • 2003-2008

Assistant Coordinator of Contracts & Grant Management (2005-2008)

Recruited, Reviewed, analyzed and processed contracts and grants awarded to the Mining Technology Program by various federal, state and local agencies, private companies and foundations. Administered a \$250K grant from the Benedum Foundation, which included preparing, monitoring and maintaining budget records and metrics. Assisted campus administrators, faculty and staff with devising program guidelines, academic requirements and contract agreements. Liaised with high school administrators, guidance counselors, students and their families to promote the program and career opportunities within the mining industry. Utilized articulation agreements as well as a scope and sequence process to determine curriculum requirements for admission. Reported quarterly activity and results to the Mining Technology Advisory Board consisting of industry officials, university administrators and faculty.

- Surpassed organizational goals and objectives for promoting and growing the Mining Technology Program.
- Played a key role in winning the Innovation & Entrepreneurial Award, which Pennsylvania State University offered to the best overall Department of Outreach & Continuing Education.

Program Assistant II (2003-2005)

Coordinated all activities for the Pennsylvania Commission on Crime & Delinquency's Act 44 Constable Training Program in partnership with 5 other college and university contractors. Managed \$225K curriculum development and \$1.4M education delivery budget. Tracked and verified program expenses in addition to ensuring compliance with deadlines and acceptable instructor to student ratios. Monitored and audited Basic, Continuing Education, Firearms and Professional Development non-credit courses on less-lethal and non-lethal defensive tactics. Facilitated day-to-day administrative functions, which included building courses, creating learning materials, registering students on the Pennsylvania State University system as well as processing faculty wages, travel expenses, purchase orders, interdepartmental charges and credits.

PENNSYLVANIA STATE UNIVERSITY – Program Assistant II (continued)...

- Continuously obtained favorable audit findings by personally filing and presenting budget reports to the Pennsylvania Commission on Crime & Delinquency (PCCD).
- Developed student questionnaires and evaluations that supplied the PCCD with demographic and firearms information, which contributed to the strategic direction of the statewide Act 44 Constable Training Program.

WEST VIRGINIA JUNIOR COLLEGE, Morgantown, West Virginia •2001-2003

Director of Admissions

Responsible for day-to-day recruiting operations of the Admissions department, including the hiring, training and supervision of department. Generated leads, scheduled appointments and conducted interviews with prospective students and their families. Represented the school at career fairs in addition to creating and delivering marketing presentations to inform prospects about interviewing, career choices, job markets and associate programs offered at the college.

- Increased student enrollment at West Virginia Junior College by 13% in only one year after implementing a rewards-based program that motivated staff to improve their performance.
- Effectively shared information regarding the college's articulation agreements, scholarship opportunities, associate degrees and certificate programs by establishing favorable relationships with high school superintendents, guidance counselors and curriculum coordinators.

INDEPENDENT CONTRACTOR, McClellandtown, Pennsylvania • 1996-2001

Registered Representative & General Agent – Investors Financial Services (1996-2001)

Operated and managed all aspects of Investors Financial Services, an investment and insurance business. Prospected for and secured new client accounts. Liaised with individuals and business owners to assess their current financial position and develop suitable financial plans for improving their net worth. Aligned client needs with mutual funds, annuities, qualified retirement programs and life, health and supplemental insurance packages. Represented one investment broker / dealer and up to 10 different insurance companies and products.

- Successfully acquired appropriate insurance licenses and registrations from the National Association of Securities Dealers to represent clients in Pennsylvania, West Virginia and Maryland.
- Assisted clients with the investment of \$4.6M+ in qualified and non-qualified investment plans.
- Ensured compliance with state, federal and industry regulations after researching industry manuals, analyzing procedures beyond continuing education requirements and providing necessary training to employees.
- Reduced employee complaints and increased their productivity by 9% after cultivating a team spirit that improved overall staff morale.

Sales Associate – Superior Bankcard Services (1996-2001)

Masterminded marketing strategies to grow Superior Bankcard Services' sales and customer base. Trained 4 independent contractors to represent a financial institution that processed approximately \$103B in bankcard sales transactions annually. Maintained all credit card processing equipment, which included programming and downloading equipment applications for credit card terminals and cellular telephones. Recruited and built sales team.

- Grew credit card processing operations from handling \$650K to \$1.5M in monthly bankcard sales transactions.
- Saved customers as much as 5% or more annually after devising and implementing a sales and service program.
- Boosted sales to retail, restaurant, hotel and Internet businesses after developing targeted marketing materials and competitive presentation proposals.

ADDITIONAL HISTORY

(Details provided upon request)

GALLATIN FUELS INCORPORATED / Coal Brokerage (1977-1995)

Associate Supervisor

- Eliminated downtime by 77% after orchestrating a regular laboratory equipment maintenance program.
- Improved plant productivity by 34% after devising a plan to upgrade to efficient computerized lab testing tools.
- Ensured compliance with ASTM Quality Control procedures to deliver accurate and concise sample preparation and laboratory results.

EDUCATION

Bachelor of Science/Business Administration
Kennedy-Western University