

The following fictionalized resume addendum was prepared by Deb Dib, Advantage Resumes of NY, Executive Power Coach Executive Power Marketing, Executive Power Brand, phone 631-475-8513, fax 501-421-7790, e-mail: debdib@executivepowergroup.com, <http://www.executivepowergroup.com>, and is reprinted with permission.

### **Leadership Profile**

## **SEAN PATRICK, FMA, RPA**

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### **LEADERSHIP SUCCESSES AS DIRECTOR OF ENGINEERING HILTON HOTEL, STANFORD, CT**

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#### **DEPARTMENT OPERATIONS & FINANCE MANAGEMENT**

*Sean is able to keep the team's efforts focused on the most productive activities. He is a total hotel team player. He has positioned the engineering department to be extremely supportive of all operations and focused on internal and external customers as the priority.* — William Hagendorf, General Manager

- Challenge** Position facilities engineering function / department as a P&L partner.
- Action** Created virtually "self-managed" department — implemented monthly and quarterly budget tracking / financial analysis system, streamlined business processes, and delegated administrative functions.
- Result** Contributed as much as \$88,136.00 to company's bottom line in 2001 and succeeded in operating the engineering department at or below budget every year (despite facility's 25+ years age).
- Analysis** With my team handling many of the daily administrative and financial functions, I could focus on achieving new goals in project management, customer service, and relationship building in support of the brand.

#### **PROJECT & BRAND MANAGEMENT**

*Sean promotes an atmosphere where individuals can be creative. He rewards independent thinking and reasonable risk taking, and supports people even if a new approach is unsuccessful.* — William Hagendorf, General Manager

- Challenge** Manage renovation — combining historical style with the Hilton Hotel brand — of 1905 Normandy-style estate of Charles T. Rothbert.
- Action** Conveyed the Hilton Hotel & Resorts brand and style to architects and interior designers. Provided creative and managerial oversight throughout complete re-conceptualization and reconstruction of the property. Selected color schemes, wall covering, flooring, carpet, lightening, signage, and artwork.
- Result** Completion of this \$700,000 project drove 34% revenue increase from renovated property's corporate meetings and private events. Met all municipal code standards while maintaining historical "feel."
- Analysis** This project showcased the core of my value — outstanding technical qualifications and extensive experience managing large-scale, complex projects; combined with creativity, style and unwavering consciousness of the importance of the corporate message and brand.

#### **FACILITIES & BUSINESS MANAGEMENT**

*Sean is a champion of change and takes a positive and open-minded approach to new initiatives... very good at looking at all aspects of a new process or initiative to make sure all possible outcomes are considered.* — William Hagendorf, General Manager

- Challenge** Contribute in a key way to corporate-mandated business initiatives and regulatory compliance matters involving facilities management. Prove my value in the role of Director of Engineering.
- Action** Developed and executed plan for reducing use and emissions of refrigerants to lowest possible levels, and maximizing proficiency of recapture and recycling. Trained five HVAC mechanics and other technical services personnel in new service and repair procedures.
- Result** Brought property into compliance with 1990 amendments to Title VI Stratospheric Ozone Protection Section 608 of the Clean Air Act as outlined in National Recycling and Emissions Reduction Program. Earned "Environmental Leadership Award" by the Environmental Advisory Committee of Stamford, CT on Earth Day 1998. Earned executive committee's endorsement for promotion to Director of Engineering.

**FACILITIES & BUSINESS MANAGEMENT, continued**

**Analysis** Professional credentials (Certified by the Refrigeration Service Engineers Society), technical proficiency, and a personal commitment to making a difference — contributed to the growth, profitability, brand, and competitive positioning of the company.

**COST REDUCTION & ROI IMPROVEMENT**

*Conscientious about implementing organizational changes and always accepts such challenges graciously — made contributions in communicating benefits of changes and getting necessary resources. — Mata Zinn, General Manager*

**Challenge** Reduce facility's total energy consumption.

**Action** Led development and deployment — in conjunction with Energy Conservation Committee — of a strategic property energy plan that outlined / prioritized short- and long-term initiatives and objectives. Benchmarked efforts and results with Energy Star to ensure optimal success of strategies and initiatives.

**Result** Delivered 7% reduction in utilities consumption in 2002 — against 5% target. On track to achieve 2% consumption reduction in 2005.

**Strength** I am an initiator and facilitator of performance improvement, cost containment, energy conservation, and culture change. I use innovation, resourcefulness, and tenacity to deliver exceptional, not expected, results.

**FAST-TRACK PROJECT MANAGEMENT**

*Sean's dealings and communications with diverse groups are outstanding. — William Hagendorf, General Manager*

**Challenge** Complete major exterior renovation project — replace outdoor pool's entire wooden deck with 4225 sq. ft. Unilock paver patio / perimeter landscaping in time for critical Memorial Day business and events.

**Action** Managed fast-track project lifecycle — approved architectural design, acquired permits, negotiated with vendor, administered / controlled budget, supervised site activities.

**Result** New patio was credited with contributing to 25% increase in membership revenues in 2003. Brought project in on time and within budget.

**Analysis** No project is too challenging. Over the course of my 15-year career, I have encountered and overcome virtually every possible challenge, obstacle, and constraint, and have always prevailed.

**EMERGENCY PLANNING & RESPONSE**

*Sean explores the processes that cause events rather than thinking solely about the event. — Marta Zinn, General Manager*

**Challenge** Mitigate operational risk and ensure the safety of the property's guests and staff.

**Action** Trained management staff and other stakeholders in principles of Comprehensive Emergency Management (CEM), developed action plans, formulated policies, and led monthly business continuity meetings.

**Result** Provided property with a best-in-class emergency response and business continuity plan. The effectiveness of the plan was demonstrated during the "2003 tri-state blackout" when our property was the only Hilton hotel that realized a profit on that night — guests were calmly and orderly escorted to the well-lit pool deck for beverages and songs while the facilities and security teams completed a series of checks and controls.

**Analysis** I take my responsibilities (including the safety of others) seriously and I have acquired and maintained comprehensive knowledge of contemporary business continuity, security, and emergency response / disaster recovery principles.