

Neptune Township Police Oversight Committee

Richard Wallace <RWallace@njhmfa.gov>

Fri 3/12/2021 10:13 AM

To: Michael Brantley <drnbrantley@neptunetownship.org>

Cc: [REDACTED] <[REDACTED]>

📎 2 attachments (409 KB)

RTW Cover Letter_Civil Service.pdf; RTW_Resume_August2020.pdf;

Good morning Mayor Brantley,

Please accept this correspondence as my interest to serve as a member of the expanded Neptune Township Oversight Committee.

Please feel free to contact me via my personal email @ [REDACTED] and/or by mobile phone (908) 415-3538.

I have attached my resume and cover letter, as requested;

Thanks in advance.

Richard Wallace, MSBM, PMP, ACP

Housing Management Officer | Asset Management Division

NJ Housing and Mortgage Finance Agency

[REDACTED]

[REDACTED]

[REDACTED]

rwallace@njhmfa.gov

www.njhousing.gov



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Richard T. Wallace, MSBM, PMP, ACP

~~2006-2011~~
Email: richwallace3@gmail.com

FUNCTIONAL AND TECHNICAL SKILLS

Proficient in Microsoft Office, Campaign and Brand Management, Legal Research-LexisNexis/Westlaw, Land Use Law and Planning, Arbitration, Business Analysis & Forecasting.

EXPERIENCE

New Jersey Housing & Mortgage Finance Agency
Asset Management, Portfolio Manager
June 2016 – Present

Trenton, New Jersey

- Portfolio Manager responsible for 36 Residential multifamily dwellings, Senior and Special Needs properties
- Administers financial reviews of HMFA properties to determine compliance to established procedures
- Conducts annual onsite physical inspections and management evaluations

MetLife Insurance Company
Group Dental & Vision Products, Senior Project Consultant
June 2014 - February 2016

Bridgewater, New Jersey

- Developed and executed on growth strategies & initiatives relating to product offerings and market segments
- Strategy planning & budget implementation to achieve forecasted goals & KPI's for assigned projects/markets
- Managed project phase reviews, deliverables and facilitated overall project fulfillment

MetLife Property & Casualty Insurance Company
Strategic Projects Unit, Project Manager
January 2012 – June 2014

Warwick, Rhode Island

- Project Management on key projects for promotion, innovation and enhancement of the product suite
- Managed weekly compliance review of subrogation adjuster's settlement claim handling protocols

MetLife Insurance Company
Legal Affairs, Document Assistant/Paralegal/Service of Process Coordinator
October 2006-December 2011

New York, New York

- Managed the receipt, processing, initial input & distribution of all service documents for all entities/subsidiaries
- Managed Client/Vendor relationship between MetLife Legal Affairs and multiple vendors

EDUCATION

AVTECH Institute of Technology, Eatontown, NJ - August 2016

PMI Agile Certified Practitioner/Project Management Professional (PMP/ACP), Microsoft Office (P.A.V.E.)

Manhattanville College, Purchase, NY – May 2012

Master of Science, Administration and Management

John Jay College of Criminal Justice, NY, NY – December 2004

Major: Bachelor of Arts in Criminal Justice Minor: Psychology

ACHIEVEMENTS

Planning & Zoning Commission, Tinton Falls, NJ

Appointed Commissioner – 12/2018 – Present

Midtown Urban Renaissance Corporation, Neptune, NJ

Advisor & Board Trustee – 12/2018 - Present

Neptune PAC, Neptune, NJ

County Committeeman – 8/2017 – Present

United Way of Rhode Island, Providence, RI

Advocacy Chairman, Young Leader's Circle – June 2012 - June 2014

References furnished upon request-

Richard T. Wallace, MSBM, PMP, ACP



To whom it may concern,

Please accept my cover letter, resume and references in response to a full-time position with the administration, as advertised through the website job board.



In May 2004, I graduated from John Jay College in New York with a Bachelor of Arts degree in Criminal Justice and a minor in Police Studies. I've also obtained my Master's in Business Management from Manhattanville College in May 2012. I have over 7 years of experience in Urban Planning, Community and Economic Development and Management as the Advocacy Chair for the United Way of Rhode Island, Board Member for the Borough of Tinton Falls, New Jersey Planning Board and Board Advisor to the Midtown Urban Renaissance Corporation and Senior Housing Management Officer with the New Jersey Housing & Mortgage Finance Agency. I also have over 10 years of experience as a Senior Project Manager with MetLife Insurance Company regarding Dental, Life, Property & Casualty insurance products.

In my project management roles, I have managed and maintained operational objectives by contributing information and recommendations to strategic plans and reviews. I have also prepared and completed action plans by implementing production, productivity, quality, and customer-service standards, resolving problems, completing audits and identifying trends.

In addition to my extensive program/project management and leadership experience, I have strong communication, management, and administrative skills while demonstrating the desire to learn and work efficiently within a team. My broad technical background makes me an excellent candidate for this position. I possess expert knowledge in many software, engineer and quality assurance components and programs. Some of my key strengths include leadership, creativity, troubleshooting skills and a quick problem--solving ability.

I am confident that I will make a significant contribution to the posted role and to the administration. If interested in an interview, please contact me at my cell number or via email which is included within my resume. Thank you for time.

Sincerely,

Richard T. Wallace, MSBM, PMP, ACP
Enclosure Resume