

# DENNIS P. KELLEY, MS

San Antonio, TX

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## TEAM LEADERSHIP/MANAGEMENT ✦ HUMAN RESOURCES ✦ TRAINING/MENTORING

*Solution Focused ✦ Labor/Employee Relations ✦ Project Management*

A team-oriented, performance-focused Management Professional looking to transition into the human resources/employee relations field by utilizing exceptional leadership and training/mentoring experience. Proven ability to maintain strong relationships with employees at all levels, develop engaging, organized work environments and increase productivity due to improving procedures. Strong leader and persuasive communicator who can champion ideas throughout a company. Known for partnering with management to develop strategies to increase employee performance while fostering overall growth opportunities. Promoted to positions of increasing authority and responsibility due to strong leadership skills, teamwork and overall performance. Exceptional academic qualifications include a Master of Science in Criminal Justice Leadership & Management from Sam Houston State University.

### SELECTED HIGHLIGHTS

- Provided outstanding leadership in the law enforcement field, coordinating and facilitating an effective work structure for a staff of 16 members while delegating responsibility accordingly to ensure smooth and efficient operations.
- Promptly responded to and evaluated reported incidents while providing efficient conflict management and resolution in high-pressure, sensitive situations to assure optimal success.
- Employed proactive problem solving abilities to reduce tension and facilitate a top-quality working environment.
- Acted as a liaison between departments and fostered open communication with other officials, displaying a strong commitment to teamwork and department values.
- Retained an assertive command over arising situations, providing effective guidance, delegation and resolution.
- Delivered classroom instruction for basic police officer courses for the regional Police Academy including developing course outlines, lesson plans and instructional aids, conducting and reviewing written examinations and demonstrating physical tactics.

### CORE COMPETENCIES

- |                                       |                         |                       |
|---------------------------------------|-------------------------|-----------------------|
| ▪ Data/Statistical Analysis           | ▪ Relationship Building | ▪ Research            |
| ▪ Information Technology              | ▪ Planning/Organization | ▪ Public Speaking     |
| ▪ Performance Evaluation              | ▪ Organizational Change | ▪ Customer Service    |
| ▪ Leadership/Professional Development | ▪ Process Improvements  | ▪ Conflict Resolution |

### EDUCATION

#### Sam Houston State University, Huntsville, TX: 2012

*Master of Science in Criminal Justice Leadership and Management (GPA: 4.0)*

- **Relevant Coursework:** Emergent Issues and Perspectives in Organizational Theory, Community Theory, Leadership Psychology, Legal Aspects of Management, Research Methods and Qualitative Analysis
- **Relevant Projects:** Application of "The 7 Habits of Highly Effective People" into Criminal Justice Organizations; Evaluation of the effectiveness of the Trap, Neuter, and Return program for the feral cat population; Developed GIS operational model for data presentation and analysis related to criminal activities in the City of Huntsville.

#### Texas State University, San Marcos, TX

*Bachelor of Applied Arts & Sciences*

- **Awards/Honors:** National Dean's List
- **Clubs/Activities:** Cycling Team – Member

**San Antonio College, San Antonio, TX***Associate of Applied Science in Criminal Justice (GPA: 3.556)*

- **Awards/Honors:** Honors List, President's Honors List

**Certifications or Additional Education:****Federal Bureau of Investigation, National Academy, Quantico, VA: 2014***Graduate, Session 258*

- The FBI National Academy is a professional course of study for U.S. and international law enforcement leaders that serves to improve the administration of justice in police departments and agencies at home and abroad and to raise law enforcement standards, knowledge, and cooperation worldwide. Its mission is "to support, promote, and enhance the personal and professional development of law enforcement leaders by preparing them for complex, dynamic, and contemporary challenges through innovative techniques, facilitating excellence in education and research, and forging partnerships throughout the world."
- **Relevant Coursework:** Managing Organizational Change and Development, Conflict Resolution for Law Enforcement Executives, Contemporary Issues in Law Enforcement, Stress Management, Fitness for Law Enforcement, Enlightened Leadership

**University of Virginia, Charlottesville, VA: 2014***Graduate Certificate, Criminal Justice Education***Bill Blackwood Law Enforcement Management Institute of Texas, Leadership Command College, Huntsville, TX: 2010***Graduate, Class 63*

- Development of administrative, analytical, and executive skills of current and future law enforcement leaders. By examining public administration, management issues, the political, legal, and social environments of policing, and advance technical issues, it has inspired excellence in leadership. The instructional curriculum consists of three modules and was a balance of proven management practice and sound academic research.
- **Relevant Coursework:** Community Policing, Physical Fitness, Constitutionalism, Ethical Challenges, Political Survival, Professional Integrity, Emotional Survival, Statistics, Criticism Management, Budget Development and Management, Situational Leadership, Effective Leadership, Leadership Psychology, Personal Leadership

**PROFESSIONAL EXPERIENCE****Alamo Heights Police Department ✦ San Antonio, TX ✦ 1995 – 2016****Lieutenant/Patrol Division Commander: 2011 – 2016****Patrol Sergeant: 2010 – 2011****Administrative Officer/Sergeant: 2007—2010****Detective Sergeant: 2003—2007****Detective Corporal: 2002—2003****Senior Patrolman: 1999—2002****Patrolman: 1997—1999****Reserve Officer: 1995—1997****Dispatcher: 1995—1997**

- Promoted to positions of increasing authority and responsibility due to exemplary performance and strong management abilities.
- Provided outstanding leadership in the law enforcement field, coordinating and facilitating an effective work structure for a staff of 16 members while delegating responsibility accordingly to ensure smooth and efficient operations.
- Efficiently scheduled personnel, offering organization and resource management in incidents of illness, inclement weather and unexpected circumstances to maximize productivity and efficiency.
- Promptly responded to and evaluated reported incidents while providing efficient conflict management and resolution in high-pressure, sensitive situations to assure optimal success.

- Effectively handled a variety of key administrative duties including performing extensive data analysis and producing accurate and timely employee performance reports for review by the Chief of Police.
- Employed proactive problem solving abilities to reduce tension and facilitate a top-quality working environment.
- Acted as a liaison between departments and fostered open communication with other officials, displaying a strong commitment to teamwork and department values.
- Retained an assertive command over arising situations, providing effective guidance, delegation and resolution.
- Provided continuous input for budgetary needs across divisions to drive departmental growth.
- Served as a key contributor in the construction process of a new police facility, including communicating with vendors, contractors and city staff, conducting research in order to acquire new equipment and supporting the installation and configuration of cutting-edge communication technology.

**Alamo Area Regional Law Enforcement Academy † San Antonio, TX † 2006 – 2013**  
**Adjunct Police Instructor**

- Delivered classroom instruction for basic police officer courses for the regional Police Academy including developing course outlines, lesson plans and instructional aids, conducting and reviewing written examinations and demonstrating physical tactics.
- Provided instruction for in-service training consistently exceeding state minimums.
- Developed and utilized a wide variety of instructional techniques and formats to significantly increase the productivity of participants.
- Developed interactive and innovative strategies to increase outcomes-based results.
- Designed and administered course curriculum to ensure maximum effectiveness of training and utilized after-course surveys to tailor new coursework.
- Incorporated industry beliefs and professional development guides for participants to achieve proper industry exposure.
- Organized and conducted several workshops, presentations, orientations and training sessions to increase the use of industry best practices.

**Additional Experience**

**Professional Photographer**, Dennis Kelley Photography, San Antonio, TX: 2010 - Present

<b>ADDITIONAL CREDENTIALS</b>	
<b>TECHNICAL SKILLS</b>	Microsoft Office (Word, Excel, PowerPoint, Outlook, Access, Publisher) / Incode / WordPress / Apple iWork (Pages, Numbers, Keynote) / Adobe CC (Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat)
<b>HONORS/AWARDS</b>	Academic Recognition Award, Texas Commission on Law Enforcement: 2005
<b>PROFESSIONAL DEVELOPMENT</b>	Advanced Taser M26/X26 Instructor, Taser International, Inc. Master Peace Officer, Standardized Field Sobriety Instructor, Police Instructor, Standardized Field Sobriety Testing Practitioner, Texas Commission on Law Enforcement Federal Bureau of Investigation National Academy, 258th Session, F.B.I. Academy, Quantico, VA Law Enforcement Management Institute of Texas, Leadership Command College, Class 63, Texas A&M University, Texas Woman’s University & Sam Houston State University Principle-Based Leadership, Dodson Training Resources, Inc. Challenging the Law Enforcement Organization, Dr. Jack E. Enter First Line Supervisors Course, Texas Commission on Law Enforcement Leadership & Management Readings (Challenging the Law Enforcement Organization: Proactive Leadership Strategies by Jack E. Enter, Our Iceberg Is Melting by John Kotter, Managing Criminal Justice Organizations by Richard Kania, Be a People Person by John C.

Maxwell, Criticism Management by Randy Garner, Overcoming the Five Dysfunctions of a Team: A Field Guide by Patrick Lencioni, etc.)

**ORGANIZATIONS**

HR Professionals Association, Professional Photographers of San Antonio, Capture San Antonio Photography Group, Texas Professional Photographers Association, Professional Photographers of America

**PUBLICATIONS**

Effectiveness & Perception of Performance Appraisals in Law Enforcement: 2010

**VOLUNTEERISM**

San Antonio Livestock Exposition, Boy Scout of America, North East Independent School District, Alamo Heights Independent School District, Alamo Heights Chamber of Commerce, Alamo Heights Rotary, Alamo Heights Optimist, Therapy Animals of San Antonio, San Antonio RoadRunners, Turn For Troops, Any Baby Can, Battered Women and Children's Shelter of Bexar County, ChildSafe, Goodwill Industries of San Antonio, Haven for Hope, Salvation Army, San Antonio Metropolitan Ministries, San Antonio Council on Alcohol and Drug Abuse

**INTERESTS**

Biking, Traveling, Family, Food, Shopping, Computers, Photography

**Detailed Professional References Available Upon Request**

