DR. JAMES D. CARTER

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## Executive Director

Dedicated professional with 20 years of management, leadership, and investigative experience. Demonstrated success devising solutions for managing diverse teams through training and supervision. Risk assessment utilization for the execution of public safety, crisis management and executive protection. Proven ability to communicate at all levels with diverse populations, mentoring, analyzing complex data and information, and consistently maintaining the highest levels of professionalism.

### Areas of Expertise

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| * Strategic Planning * Diversity Training * Curriculum Development | * Project Management * Team Leadership & Development * Risk Assessment | * Mentoring Training * Emergency Management * Professional Grant Writing |

### Professional Experience

THE BREAKFAST GROUP PROJECT MISTER (BGPM), Seattle, WA 2018 –Present

Executive Director Of Project MISTER Affairs

* Manages a team of facilitators that deliver The Breakfast Group’s Project MISTER curriculum in four Seattle Public Schools. Executes existing programs that align with the organization's mission and supports their goals.
* Monitoring activities, organization, and costs of an event and proceeding to modify them as necessary are key steps.
* Worked with developmentally delayed individuals in mentoring sessions and diverse vulnerable populations.
* True first level manager. Ensures that project milestones & goals are met and adhering to approved budgets.
* Assists in the fundraising, grant writing, identifies facilitators potential donors or sources of funding, and plans outreach strategies. Train members to work with at-risk and developmentally challenged BIPOC male youth.

URBAN LEAGUE OF METROPOLITAN SEATTLE, Seattle, WA 2018 –2020

Education Contract and Compliance manager

* Able to manage multiple projects, set & change priorities ensuring excellent attention to detail, quality & timeliness.
* Excellent, results orientated organizational skills, with the ability to simultaneously coordinate multiple activities.
* Excellent & engaging oral & written communication skills, including ability to interact with a variety of audiences.
* Level sets partner & community expectations by crafting deliverables that best align with organizational abilities.

ALASKA AIRLINES, Seattle, WA 2015 – 2017

Director Corporate Security and Safety

* Directing and coordinating corporate security and safety standards to ensure robust safeguards are in place for company assets, employees, and facilities and acts as corporate liaison to Federal and local law enforcement.
* Develops, implements and monitors corporate security standards to ensures adequate protections of company facilities and employees, a multi-location life/fire/safety program.
* Leads the emergency evacuation program system and department's role in any critical incident response and authored and implemented training for companywide emergency evacuation management and response drills.
* Authored and implemented the company wide workplace violence program including training presentation for over 13,000 employees.

CHICAGO POLICE DEPARTMENT, Chicago, IL 1992 – 2015

Police Officer - Trainer - Investigator – Bureau of Organized crime

* Chicago Police officer, with assignments to Illinois State Police and DEA Task Force as both leader and coordinator.
* Coordinated the strategic planning targeted response of officer deployment in high narcotics trafficking areas.
* Provided project management leadership and training for the Area Special Enforcement Team.
* Increased accuracy and efficiency by providing training to 200+ tactical and gang teams & over 50 specialized teams in the areas of strategic planning, crime prevention, search warrant writing and search warrant execution.
* Improved outcomes by facilitating and teaching safety courses to CPD Tactical teams & Illinois State Police Officers.
* Served as liaison between the Chicago Police Department and the States Attorneys’ Office, Illinois State Police, DEA & FBI on high volume narcotics arrests.
* Implemented and coordinated the presentation process of Criminal Drug Conspiracy Mission Closings, including overseeing the daily operation of several criminal conspiracy teams.
* Fostered strong collaborative relationships with governmental agencies including FBI, DEA, and US Customs Office.

### Military Experience

UNITED STATES AIR FORCE RESERVES, Grissom Air Reserve Base, IN

Wing Historian, 434th Air Refueling Wing (2011 – 2014)

First Sergeant, 434th Maintenance Squadron (2007 – 2011)

First Sergeant, 434th Logistics Readiness Squadron (2006 – 2007)

First Sergeant, 434th Security Forces (2003 – 2006)

Air Transportation Specialist, 28th Mobility Aerial Port Squadron (1986 – 2003)

* Provide periodic history reports and historical services to meet the needs of commanders and staff.
* Supervised the successful deployment of Security Forces Personnel to high profile locations including Iraq, Afghanistan, and Saudi Arabia.
* Co-authored First Sergeant Academy curriculum utilized by over 3,000 active duty and reserve and guard members.
* Mentored and trained Senior NCO candidates on special duty.

Entered service as an Airman First Class and achieved the rank Senior Master Sergeant

### Education & Training

**DBA, Business Management,** *Summa cum Laude,* Argosy University, Chicago, IL

**MS, Business Management,** *Summa cum Laude,* Saint Xavier University, Chicago, IL

**MBA, Business Administration/Fraud Examination,** *Summa cum Laude,* Saint Xavier University, Chicago, IL

**BA, Political Science,** Chicago State University, Chicago, IL

**AA, Transportation,** Community College of the Air Force, MAFB, AL

**AA, Human Resource Management,** Community College of the Air Force, MAFB, AL

**AA, Liberal Arts,** Moraine Valley Community College, Palos Heights, IL

**Professional Development:** Senior Enlisted Joint Professional Military Education, Senior NCO Academy, Senior NCO Leadership Development Course, First Sergeants Academy, Interview and Interrogation Techniques, Security Managers Course, Total Quality Management, NCO Leadership Academy

### Awards & Distinctions

Chicago Police Department Commendations (3)

Chicago Police Honorable Mentions (47)

AFSA Outstanding Sergeant of the Year (2012)

434th Air Reserve First Sergeant of the Year (2006 & 2008)

Global War on Terrorism Medal

Air Force Meritorious Service Medal

Air Force Longevity Service Medal

Air Force Commendation Medal

Air Force Expeditionary Service Medal

Air Force Achievement Medal

National Defense Service Medal

### Professional Affiliations

Alpha Phi Alpha Fraternity, Inc.

The Breakfast Group (Seattle, WA)

Black Strategy Education Roundtable

Tuskegee Airmen Inc. (TAI)

Fraternal Order of Police (FOP)

Air Force Reserve Enlisted Association (REA), Charter Member

Air Force Sergeants Association (AFSA)