

REID MELTON

2335 Sonora Drive
Santa Barbara, CA 93105

Cell: 805.259.8256
E-mail: reidmelton@aol.com

A Coach, Teacher, Trainer and Results-oriented Organizational Consultant

- Skilled in leading teams, coaching executives and teams, synthesizing diverse information, planning strategies, organizing and directing resources, solving, communicating direction and motivating others to complete projects on schedule in fast-paced, changing environments.
- Knowledgeable about curriculum and goal alignment, leadership and teamwork skills, project management, organizational development, collaborative decision-making and quality management, as well as data assessment, development and analysis.

PROFESSIONAL SKILLS AND EXPERIENCE

Strategic Facilitation, Teaching, Training, Leadership and Coaching

- Designed and facilitated key decision workshops on issues such as pharmaceutical discovery to market process change, best practice development, organizational collaboration, vision, values and strategic planning.
- Designed, delivered and evaluated curricula for diverse adult training programs around the world.
- Coached individual executives as well as teams for multi-national clients.
- Analyzed data and recommended courses of action on policy, program design, project management and performance issues.
- Provided technical assistance to five municipal governments in program design, fund raising, training, planning and evaluation.
- Taught strategic planning and teamwork skills in public, nonprofit and private sectors, as well as planning theory to county officials, project management to lawyers, coaching to executive directors, communication skills to social workers, farming techniques to villagers, surgical assistance to paramedics, swimming to disabled children and math to mentally ill adolescents.

Project Management

- Designed and administered a strategic management plan integrating the efforts of seven major contractors, 98 projects nationwide and a nine-person central management team for a five-year \$13 million management study.
- Managed two of three major tasks for a \$7 million contract assisting the federal government in directing a 10-year \$160 million Congressionally mandated action planning policy study.
- Built a team of contractors for a major management improvement demonstration. Negotiated contracts and work statements as well as directed contractor work.
- Designed and initiated the first contractor procurement system (including selection and progress metrics) adopted by management as standard for all subsequent research and service contracts.
- Directed staff providing administrative and logistic support for training and management development projects in the United States, India, Sudan and Pakistan.

Planning, Evaluation and Budget

- Led inter-agency and cross-functional policy planning, analysis and evaluation teams.
- Counseled director of a 32-project \$4 million management quality improvement program on budget allocation and task plans for its 11-person management team.
- Evaluated internal management plans and policies to improve performance and coordinate policies of five diverse divisions of a state government agency.
- Developed a financial reporting system for \$13 million program management study.
- Supervised the development and documentation of systems to analyze large quantities of management data and budget information.
- Wrote or supervised the design of analysis plans, management case studies, survey research questionnaires, interview guides and training manuals.

Communications and Public Relations

- Negotiated with foreign government officials to obtain cooperation for training projects.
- Supervised writing and production of funded proposals, requests for proposals, status reports, management critiques, brochures, news releases and Congressional testimony.
- Maintained organizational relations with clients, boards of directors, Congressional staff, interest and advisory groups, the public and the press.
- Interviewed diverse populations from rural villagers and public housing residents to government bureaucrats and high-level embassy officials.
- Provided cross-cultural and professional services to international visitors from over 24 countries on study tours of economic planning, educational media and private enterprise development issues.

RELEVANT EMPLOYMENT

Leadership Counsel,* Principal, Washington, DC, Santa Barbara, CA, 1980-present

Fielding Graduate University, Faculty, Santa Barbara, CA 2007-present

Coverdale International Group,* Senior Coach, Consultant and Course Director, USA, 1986- present

Legal Services Corporation, Associate Director, Policy & Management Research,
Washington, DC, 1976-1979

The Urban Institute, Research Associate/Contract Manager Washington, DC, 1972-1976

North Carolina Department of Local Affairs, Management, Evaluation, Policy Planning and Research
Associate, Raleigh, NC, 1970-1972

Development and Resources Corporation, Site Director/Assistant Project Director, Center for Applied
Technical Training El Centro, CA and India, 1969-1970

Commonwealth of Puerto Rico Housing and Urban Renewal Administration, Research
Anthropologist/Planner, San Juan, PR, 1968

United States Peace Corps, Volunteer, UNICEF Rural Health Program, India, 1965-1967

EDUCATION AND TRAINING

Duke University	Anthropology and science	Bachelor of Arts
Cornell University	Policy analysis/decision making	Master of Regional Planning
Harvard Law School	Program of Instruction for Lawyers	Negotiation Certificate
New Ventures West	Professional Coaching Course	Certified Integral Coach (1997)
OKA Associates	Professional MBTI Advanced Course	Certified Myers-Briggs Practitioner

Certified by the International Coach Federation (1998, PCC) and the Coverdale International Group (1986). Other professional courses on coaching, team building, communication, project planning, management and evaluation, contractor selection, grant and proposal preparation and time management.

***Illustrative clients include:** Roche Molecular Diagnostics, Novartis, Dynavax, Zeneca Pharmaceuticals and Agricultural Products, Lundbeck, Genentech, Raven, Maxygen, Abgenix, BioRad, Nextel, Boeing Space Systems Division, PricewaterhouseCoopers, Inchcape, ERG Transit Systems, Mont Blanc, SAP-USA, Imperial Decorative Products, Chevy Chase Bank, Glen-Gery Bricks, ihavegoals.com, Management Systems International, ISEA-Professional Diagnostics, Department of State, United Nations Secretariat, International Monetary Fund, World Bank, USAID, EPA, HUD, Peace Corps, Chemonics International, Legal Services Corporation, Academy for Educational Development, and Carnegie-Mellon University.

Cross-cultural Assignments in: India, Puerto Rico, Sudan, Aruba, Pakistan, Kenya, Ethiopia, Great Britain, Canada, Switzerland, Austria, and France, including multi-national organizations such as the United Nations, IMF and World Bank. **Other Travel:** Morocco, Tibet, Bhutan, China, Mexico, Italy, Nepal, Netherlands and the Caribbean. **Languages:** Native English, rusty though formerly fluent Hindi/Urdu, some French.

Selected Memberships and Volunteer Activity: International Coaches Federation, Professional Coaches and Mentors Association, Santa Barbara City College Business & Industry Associates, Board of Directors of both Santa Barbara Business Alliance/Executive Roundtable and the Santa Barbara Peace Corps Association, National AIDS Fund, Food from the Heart, Easter Seal, Close-Up Foundation.