

Orton Bellamy
1208 13th Avenue
Conway, SC 29526

December 19, 2014

Honorable Nikki R. Haley
Governor of South Carolina
1205 Pendleton Street
Columbia, SC 29201

Dear Governor Haley,

I am writing to apply for the position of Director of the Department of Probation, Parole and Pardon Services. My years of experience and skill set will make me a very competitive candidate for this position.

Here is a list of my qualifications as related to my perception of your requirements for the position of Director of the Department of Probation, Parole and Pardon Services.

- Master's degree in public administration.
- Meets all the requirements to be bonded.
- Retired Army officer with 21 years active duty military supervisory responsibilities and civilian management experience.
- Currently serving on the Probation, Parole and Board as Chairman. Have served on the Parole Board for 19 consecutive years. Familiar with the mission of the Department of Probation, Parole and Pardon Service and operation.
- During my tenure as a Board Member South Carolina's prison population fell 2.8 percent in 2013 from previous year, savings taxpayers 5.2 million and current parole rate has increased to 32 percent.
- Extensive training in Domestic Violence, 2010 Sentencing Reform Act, Evidence Based Practices, Community Reentry Programs, Second Chance Legislation and Risk Assessment.
- Grant Administrator and Grant Writer for the HUD Drug Elimination Grant, HUD Comprehensive Grant and South Carolina GED Grant Program. Prepared and submitted to Housing and Urban Development (HUD) grant proposals for funding.
- Managed 20 Million budget and working knowledge of the Governor's Operating Budget Process.
- Human Resources experience with interviewing, selecting, training, supervising, evaluating employees performance evaluations, recruiting and staffing;

organizational and space planning; performance management and improvement systems; developing job descriptions; developed employee improvement plan and compliance to regulatory concerns, policy development and documentation.

- Awarded Top Secret Clearance , experienced with classified , secret, confidential information safeguarding , transmitting, securing, HIPAA Laws and properly destroying documents.
- Certified by Department of Defense-Defense Information Security Agency Computer Security and US Department of Justice-Criminal Justice Information System Security & Awareness Training

If you have any questions please not hesitate to contact Orton via mobile phone (843) 222-7771 or email address ob1@sc.rr.com

Sincerely ,

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OBJECTIVE:	To contribute to an organization that can use a mature decision maker who works well under pressure, offer technical expertise, logistics management, telecommunication operations, excelled as a military officer, director housing services and grant administrator.
EDUCATION	B.A. Criminal Justice, Mckendree University, Lebanon, Illinois MPA, American Military University, Charles Town, West Virginia
MILITARY TRAINING	Logistics Management College Senior Warrant Officer Supply Technician Course Warrant Officer Advance Course General Supply Technician Warrant Officer Entry Course Human Relations/Diversity Training Course
PAROLE BOARD TRAINING	Parole Board Training & Orientation, Columbia, S.C.1995 Parole Board Update Training, Boise, Idaho, 1998 Parole Board Update Training, Baltimore, MD, 1999 International Parole Board Training, Ottawa, Canada, 2000 Parole Board Chairman's Training, Chicago, Illinois, 2003 Parole Risk Assessment Training, Columbia, SC,2010 Evidence Based Practice Training, Columbia, SC, April,2011 Orientation for Parole Board Member, US Department of Justice Aurora, Colorado, July 2011 COMPAS Core and Reentry Parole Board, Columbia, SC, August, 2012 Eight (8) Hours of Annual Training for Parole Board Members Columbia, SC September 17, 2013 Criminal Justice Information System Security & Awareness Training Department of Justice April 21, 2013 Sentencing Reform Act, Evidence Based Training, COMPAS Assessment Training & Domestic Violence Workshop Columbia, SC June 23, 2014 Eight (8) Hours of Annual Training for Parole Board Members Columbia, SC August 20. 2014 DOD Cyber Awareness Challenged online course Fort Meade, Maryland June 6, 2013

South Carolina Board of Probation, Paroles and Pardon Member August 1995-Present

The South Carolina Parole Board, as part of the criminal justice system makes independent, quality conditional release and pardon decisions, and clemency recommendations to the Governor. The Board contributes to the protection of society by facilitating, as appropriate, the timely integration of offenders as law-abiding citizens. Members are appointed by the Governor, with the advice and consent of the Senate, to serve as six year term. During my tenure as a board, I have served as secretary, vice chairman and chairman. As chairman my duties consisted ensuring that the policies and procedures were followed, presided over meetings and proceedings of the full board and panels, assigned member of the board to panels as necessary, coordinated the scheduling of hearings with the Director of Parole Board Support, acting as the Board's spokesperson on matters relating to the working of the board and responsible for appearing before the legislative committees from time to time to report on work of the board.

Town of Atlantic Beach Planning and Zoning Commissioner August 2002-August 2004

Planning responsibilities, included the task of preparing a long-range plan for future development and recommendations for the most desirable use of the land within the Town. Reviewed site plans, re-zoning applications, sign applications, municipal improvements, requests and zoning regulations amendments.

Flamingo Properties/Associated Realty Conway, SC August 2003-Present

REAL ESTATE
SALES

Followed Company policies and procedures and directives and sells (and closes) homes. Developed competitive information. Provided customer services by maintaining good relationship with seller and prospective buyers. Submitted sales contract to buyer or seller for negotiation. Coordinated closing with closing attorney. Conducted research with the county to verify the zoning of property. Reviewed deeds, plats and coordinated with surveyor to conduct surveys of properties. Provided project management of residential and commercial construction for as submitting proposals to Zoning and Planning Department to secure building permits and receiving final occupancy letter. Have experience with the Army Corps of Engineers, banks, building inspectors, DHEC-Ocean and Coastal Resource and Housing Urban Development.

PROPERTY
MANAGEMENT

Responsible for interviewing potential tenants, employment verification, verified prior rent history, reviewed credit history report, and advertised vacancies for landlords. Collected rents, processed evictions, coordinated property repairs, home improvements, cleaning, ground maintenance and landscaping. Periodically conducted property inspections to ensure high standards living

environment were maintained and reported results to landlords.

**RESIDENTIAL
MORTGAGE
LOAN
ORIGINATOR** Conducted interviews with borrowers to discuss mortgage programs, options solutions and interest rates for borrowers purchase or refinancing transaction. Ensured the loan application were completed and disclosed to the borrowers the regulatory guidelines and time for processing loan. Pre-qualified borrowers with information provided by borrowers on application using credit reporting agencies and employment verification. Responsible for meeting all loan approval and coordinated closing with the borrower and closing attorney

Housing Authority of Conway (HUD) Conway, SC January 1996-February 2002

**DIRECTOR
HOUSING
SERVICES** Managed the planning and fiscal activities for all programs related the residents families of the Housing Authority of Conway (HUD). Developed a variety of innovative programs to promote empowerment economic development, upward mobility, home ownership, and self-sufficiency. Assisted residents in applying for employment and job interviewing classes. Orchestrated after school programs to prepare students for the ACT/SAT and assisted students in applying for college. Orchestrated youth activities and sport program to develop leadership and social skills. Provided job training skills for residents to enter the workforce which consisted of computer training, job interviewing skills, dress for success, resume writing and Welfare to Welfare to Work. Supervised the preparation and distribution of HAC Bi-Monthly Newsletter and Annual Reports. Assisted the executive director in developing, writing, implementation, monitoring and evaluating the general operating budget and grants

**GRANT
ADMINI-
STRATOR** Grant Administrator and Grant Writer for the Drug Elimination Grant, Comprehensive Grant, and South Carolina GED Grant Program. Prepared and submitted to Housing and Urban Development (HUD) grant proposals for funding. Submitted to HUD regional and National office financial reports, progress reports and closure reports. Requested draw down of funds through Housing Authority of Conway accounting department. Ensured grant funding expenditures and activities were in accordance with the grant proposal, state and federal regulations. Conducted residential surveys, requested letters of support for grants from various support agencies and collected demographic data to support grant application

US Army August 1974-December 1995

**PROJECT
MANAGER** Managed all aspects of fielding tactical communication systems and cellular telephone systems to 4,000 subscribers. Site Manager for Equipment receiving and issued to Army Units. Government liaison with General Telephone Electronics (GTE) for contractual matters.

Contract training coordinator for major corporations. Monitored and managed four months of class room training course for 1200 students. Established guidelines and conducted a successful pre-fielding test program. Orchestrated the transfer of \$680 million dollars of communication equipment to military units. Provided housing, meals and recreation while students attend the course.

CONTRACT
MANAGEMENT

Negotiated and administered contracts with vendors for procurement office support equipment including computer hardware , computer software, rental vehicles, GPS, telephone systems, office equipment, communication equipment and general office supplies. Provided billeting for 1200 military personnel, assigned military personnel to barrack and maintained barracks utilization records, provided furniture, linen, dayroom equipment for recreation ie. TVs, VCR's. Provided maintenance for barrack facilities, office buildings and submitted work orders for repairs to the Installation Maintenance Department. Operated dining facility that provided three meals per day for 1400 military personnel. Responsible record management of the dining facility and financial records that included collected cash payment for meals and turning in cash collections to the Installation Finance Office.

SUPPLY
MANAGEMENT

Requisitioned and managed the following Classes of Supplies: Class I- Rations (food) and gratuitous issue of health, morale items, II- Clothing individual equipment, tentage, toolsets, and administrative and housekeeping supplies and equipment. III- Petroleum, oils, and lubricants. IV- Construction materials. V- Ammunition, VI- Personal demand items, VII. Major end items, including tanks, helicopters, and radios, VIII. Medical and IX- Repair parts and components for equipment maintenance. Provided Meals Ready To Eat (MRE's) and health, morale items ie. personal hygiene (sundry items) during major deployments. Responsible for processing requisitions primarily DA 2765-1, Supply Requisition, DD 1348-6 Supply Requisition, DA 581 DA 581 Ammunition Request through automated supply system SPBS-R utilizing the military Force Activity Designation System, Unit Identification Code (UIC) and and Department of Defense Activity Address Code (DODAAC) Maintained manual and automated records of supplies DA 2062 Hand Receipts, DA 3161 Request for Issue or Turn-In.

PROTOCOL
OFFICER

Managed and operated Visitor Center during REFORGER Exercise in Germany and Korea. Coordinated travel itinerary for Secretary of the Army, European Commanding General, 8th Army Commander Korea and VIP accommodations for overnight stay while in country. Coordinated with the United States Secret Service while stationed at

FINANCIAL MANAGEMENT	<p>Scott Air Force Base, Illinois to secure President Ronald Reagan helicopter (Marine One) during visit to St. Louis, Missouri. Volunteered with the White House Staff and Secret Service during President George W. Bush visit to Columbia, SC in November 2007 and provided coordination services with Senator Lindsey Graham Office. Greeted President Bush at the Columbia, SC Airport and assigned to the Presidential Motorcade. Prepared and monitored departmental budget up to \$20,000,000.00. reduced order ship time and improve replenishment of equipment and repair parts.</p>
LOGISTICS MANAGER	<p>Maintained accountability and records management for over 3 billion dollars of equipment. Provided supplies and repair parts for 2,500 employees.</p>
HUMAN RELATIONS FACILATOR	<p>Conducted Human Relations Equal Opportunity Classes, Race Relation, Cultural Diversity and Sexual Harassment classes for 900 employees. Established and vigorously pursued policies ensuring equal opportunity in employment. Repeatedly selected to investigate, analyze and draft recommendations of corrective action for racial, ethnic, sexual discrimination and harassment cases.</p>
HUMAN RESOURCES	<p>Managed all office support and personnel functions for work force averaging 150 personnel including interviewing, selecting, training, supervising, and evaluating employees performance evaluations.</p>
TECHNICAL KNOWLEDGE	<p>Adobe 8.00, Microsoft Word, Microsoft Publisher, Windows XP Professional, Microsoft Office Professional, Microsoft Small Business, Power Point, GIS, GPS, CITRIX and Excel.</p>
CLEARANCE AWARDED	<p>Top Secret Homeland Security TWIX Card South Carolina Law Enforcement Criminal Records Check</p>
MILITARY	<p>Retired Chief Warrant Officer Three Logistics Officer</p>
PROFESSIONAL LICENSE	<p>South Carolina Real Estate License South Carolina Notary South Carolina Property and Casualty Producer License South Carolina Life, Accident and Health South Carolina Insurance Adjuster License 20 Hour Mortgage Loan Originator SAFE Comprehensive Course</p>