

616 ROAD TOWN  
BRITISH VIRGIN ISLANDS

# JACQUES PHILIPPE

MBA ■ MPA

## PRESIDENT

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*Leadership executive passionate about educating and training local Virgin Island residents, igniting economic growth and stability for the region, and reducing reliance on off-shore human resources*

GRADUATED 3600 STUDENTS...MANAGED 255 EMPLOYEES...ADMINISTERED \$35 MILLION BUDGET...LAUNCHED \$2.3 MILLION BUSINESS

Notable achievements in innovative academic initiatives, flourishing business start-ups, and honorable military service. Rich expertise in strategic planning, fiscal oversight, team building, and government collaboration. Dedicated to serving the needs of the Island and promoting strong community development. PhD candidate.

- Piloted the first career and technical education training programs for Utility Corp ■
- Founded BVI Center, voted “Best in Education and Training” three years running by VI Daily News ■
- Partnered with UVI in establishing two-year associate program to educate and employ local citizens ■

### CAREER PROGRESSION

#### PROGRAM COORDINATOR ■ UTILITY CORP ■ 2004-PRESENT

Charged with establishing career and technical education training programs to recruit, educate, and ultimately hire residents from the local community. Liaise to the Board of Education to ensure all programs meet certification and reporting requirements. Collaborate with business leaders, Governor’s Office, and local agencies to foster improved relationships. Represent the company at official functions. Ensure all agencies that have payable accounts are current. Entrusted to manage budget of \$15.5 million.

#### *Expertise Offered:*

Strategic Planning  
Program Launches  
Procurement  
Community Outreach  
Coaching & Mentoring  
Administration  
Resource Allocation  
Budget Management  
Research & Analysis  
Quality Assurance

- Visited School Boards and conducted outreach presentations to support improving the academic quality of graduates. Participated in board meetings, advancing communication and cooperation.
- Introduced a popular and well received industrial and craft curriculum. Successfully implemented a formal perpetuation plan utilizing local talent to augment the workforce capital contributions.
- Hired independent contractor to run classroom training for 112 students per year. On track to graduate 60 new workers with guaranteed positions. All classes in demand and at capacity.
- Planned the strategic administration of \$2 million in charitable donations that supported community and local needs. Identified and reviewed various opportunities to determine maximum benefit for the recipients.
- Replaced ineffective onsite tour program with a more welcoming visit that helped bridge the gap between the company and the community.

#### PRESIDENT/OWNER ■ BVI CENTER ■ 2003-PRESENT

Founded a comprehensive training and educational school to support private enterprises and government agencies in hiring qualified local talent. Hired and managed nine employees and five consultants, including university professors to instruct classes. Offered consulting to offshore businesses wanting to relocate to the VI, advising on strategic planning, staffing, training initiatives, and analyzing the best candidate profile to achieve labor needs.

- Grew business from ground up to \$2.3 million in annual sales. Company currently well established and self-sufficient with little oversight required.
- Earned certifications from the VI Department of Education, Department of Labor, and the National Center for Construction Research and Education.
- Graduated 280 students per year qualified to succeed and contribute in the modern business environment.

#### *Course Samples:*

Leadership  
Customer Service  
Business Writing  
Computer Training  
Business Management  
Time Management  
Safety Training  
Communication Skills  
Lean Basics  
Project Management

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## MANAGER OF HUMAN RESOURCES ■ ISLAND HOPE ■ 2000-2003

Challenged to reduce the number of off-island hires through the recruitment and promotion of local resources. Collaborated with Training Manager to identify skill weaknesses and create effective programs to change the status-quo. Performed extensive community outreach to local businesses, Chamber of Commerce, and boards of education to instill goodwill and confidence in mission. Coordinated an integrated function with the Department of Education to welcome new teachers and provide insight on needs of business community.

- Interpreted extensive research and analysis to determine the resource and educational voids in local schools. Identified roadblocks to graduating employable students that could accommodate business needs.
- Collaborated with Department of Labor and local high schools in administering student programs. Monitored expenditures to assure recruitment activities remain within established budgetary guidelines.
- Interviewed and hired teachers for craft training programs. Held five ongoing classes scheduled from six months to one year. Submitted progress reports to President and CEO.
- Formed partnership with the University of the Virgin Islands to establish and fund a two-year associate program in Applied Science and Process Technology:
  - Designed a curriculum to meet university and accreditation parameters.
  - Determined budget needs, instituted guidelines, and hired a full-time program coordinator.

*Graduated 96 students that were employed by local refinery; program still in existence today.*

## COMMISSIONER ■ BVI OFFICE OF PROCUREMENT ■ 1998-1999

Held executive authority over government contracts as mandated by the VI Code. Directed and coordinated the daily operations of the Federal Emergency Management Agency's \$30 million Emergency Roofing Program and provided weekly updates to the Governor. Managed 30 Executive Staff members and 225 departmental employees with annual budget oversight of approximately \$35 million.

■ *Early career includes serving in the US Army as a nine-time medal-winning Staff Sergeant*

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## EDUCATION

PHD IN BUSINESS ADMINISTRATION ■ AMERICAN UNIVERSITY ■ WASHINGTON, DC ■ 2011 EXPECTED  
MASTER OF PUBLIC ADMINISTRATION ■ UNIVERSITY OF THE VIRGIN ISLANDS ■ 2009  
MASTER OF BUSINESS ADMINISTRATION ■ UNIVERSITY OF THE VIRGIN ISLANDS ■ 2008  
BACHELOR OF ARTS IN BUSINESS ADMINISTRATION ■ UNIVERSITY OF THE VIRGIN ISLANDS ■ 2001

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## LEADERSHIP DEVELOPMENT & AFFILIATIONS

Lean Mastery, University of the Virgin Islands, 2009  
Master Instructor, American Society for Training and Development, 2002  
Basic Fireman Training, Utility Corp, 2005  
24 Hour Hazardous Materials Technician Training, 2002  
Future Business Leaders of America, St. Thomas High School Leader Mentor  
National Association of Purchasing Managers  
Toastmasters Club of St. Croix

*Train up a child in the way he should go: and when he is old, he will not depart from it. Proverbs 22:6*

## International

Jacques contacted me to help him create a resume for a position as the President of a new training school that was opening up. I rarely use the word passionate in a resume, as I feel it is over-used, although it couldn't have been more appropriate for Jacques. (It was also mentioned numerous times in the position description.)

To understand how truly amazing he is, you must realize the British Virgin Islands is composed of less than 30,000 residents. Through his initiatives, he has trained more than 10% of the population! His scope of responsibility, which may seem small by American standards, is considered monumental on the Island.

The lengthy application indicated a 2-page CV should be attached. (I used the colors that were in the brochure describing the facility, which I felt fit well with his personality.)

I researched BVI resume styles and found several differences:

There is little political correctness - bias towards your country and religious beliefs are appreciated, not frowned on.

Many businesses and residents don't have street addresses. Sometimes only a name and Island are used. Everyone knows everyone, and all the companies, so you don't need addresses or descriptors.

Acronyms are used and no need to spell out. BVI = British Virgin Islands, USVI = United States Virgin Islands, VI = Virgin Islands, UVI = University of the Virgin Islands for example.

Otherwise, American English and dollars are used.

Jacques was very proud of his resume, and said I captured "his essence." While he did secure an interview, unfortunately the school never opened due to a lack of funding.