<u>Résumé</u>

<u>Tom Manley</u>, 14895 Conc 6-9 Road, Berwick ON K0C 1G0 Cell: (613) 361-2056; Email: tom@tommanley.ca Languages: Mother tongue English, completely fluent in French spoken and written.

Particular skills

Leadership, management, initiative, organization, and interpersonal relations. Business, financial, and operations management, design, and documentation. Sales, marketing, communications, and media relations. Pursuit of quality and attention to detail. Strong capacity to analyse, solve problems, and create strategies. Hard working, quick, and efficient with superior abilities in multi-tasking and time management. Computerized desk top and productivity tools include website and Facebook editing and creation. Fluent with online team working tools such as Google Hangouts, Zoom, GotoMeeting, etc. Fluent in English and French.

Education and Training

Various courses in business planning, financial management, leadership and supervision, HR, job classification and recruiting, project management, total quality management, marketing, executive sales techniques, face-to-face selling, engineering economics, telecommunications engineering, local area networking, computer communications, long distance data networks, voice telecommunications systems. 1990 Successful Marketing Management, 18 hours at McGill University.

1990 Successful Marketing Management, 18 nours at McGin University. 1984 Telecommunications Management, 15 months at the Canadian Forces School of Communications and

Electronics.

1983 Bachelor of Computer Science (systems option) with First Class Honours at the Canadian Military College (CMR St-Jean), including training and experience in leadership, administration, personnel management, project management, military training.

Professional Experience

1997-2018 President and Chief Executive Officer of Homestead Organics, an organic grain processing company employing up to 27 employees, three processing plants, and C\$17M in annual revenues.
1995-97 Bell Canada, marketing: project leader for the development and launch of the Bell Sympatico public Internet service. Overall management and execution of the product development and launch.
1989-95 Bell Canada, Customer Services Engineer, sales engineer and advisor to large industrial companies, universities, manufacturers; then section manager for 14 customer services engineers.

1987-89 Loto-Québec, lottery network engineer.

1985-87 Canadian Armed Forces, Base telecommunications officer for CFB Montreal.

Telecommunications management with a staff of 14 including switchboard, data and voice telecoms. 1986 & 88 Instructor: taught Air Force Telecommunications at the CF School of Communications and

Electronics. Taught Cobol computer programming for 20 hours at Concordia University.

1960-78 I grew up on the family dairy farm; performed all farm duties including field crop operations with tractors, seeders, tillage equipment, harvesting, milking, and livestock care and feeding.

High School: residential construction, high school newspaper, student council.

Military College: advertising manager and then editor in chief of the university yearbook.

<u>Other</u>

Canadian Organic Growers Ottawa Chapter, board member and Chairperson, about 1998 to about 2008. Leading organizer for about 12 years of Eco Farm Day, organic farmers conference of eastern Ontario. Conseil Communautaire du Collège d'Alfred, board member for 4 years, and Chairperson for 3 years. Cornwall Carbon Reduction Initiative, board members for 3 years.

Organic Council of Ontario, board member for 5 years and President from 2015 to 2018.

2010 - Lifetime achievement award from the Organic Council of Ontario.

2008 - Agriculture Conservation Award by the Rideau, Mississippi and South Nation Conservation.

1997 - Member of the President's Club at Bell Canada for outstanding performance.