

James Wilt

Management Profile

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Dedicated and passionate professional with hands-on experience in establishing business-focused strategies to optimize operational capabilities and project management. Demonstrated excellence in training and development, quality control analysis, fiscal management, and project milestones. Radical success in political engagement, compliance regulation, and priority management. Seasoned in building credibility with executive management, key clients, and employees by leveraging excellent communication and interpersonal skills.

Areas of Expertise

- ◆ Project/Program Management
- ◆ Process Improvement Program
- ◆ Executive Level Communication
- ◆ Talent Acquisition/Retention
- ◆ Cross-Functional Training
- ◆ Leadership/Team Building
- ◆ Operational Excellence
- ◆ Risk & Threat Analysis
- ◆ Budgetary Strategy

Professional Experience

In Field Strategies Project Manager

2020 – 2020

Implemented multiple analytical techniques to enhance operational efficiency of 3 assistant project managers, 3 subcontracting companies, and ~25 field staff. Established strong and positive communication between subcontracting companies and Infield Strategies senior management to smooth the workflow. Formulated effective schedule planning for hourly employees on a weekly basis for uninterrupted operations. Coordinated staff meetings with agenda to ensure timely completion of short and long range future goals of company. Delivered fiscal insights to maintain expenses for field staff, while maintaining high quality standards.

- Achieved and maintained top performing region by 20% with full operational functionality of staff state-wide.
- Overhauled lifecycle of talent acquisition from hiring to on-boarding by developing critical screening processes.
- Conducted training and orientation sessions for new hires resulted in encouraging confidence and adaptability in fast-paced environment with continuous assurance of service delivery.
- Organized extensive travel arrangements from new hire's home state to the project including flight, hotel, and rental cars within time and budgetary constraints.
- Optimized budget for special projects to achieve specific project objectives within tight deadlines.

Pennsylvania First Data Director | Deputy State Director

2019 – 2020

Delivered expertise as "Senior Manager", while formulating detailed reports to present to the State Director with appropriate feedback. Delivered progressive and data-driven recommendations to advance operational procedure. Enhanced performance of 15 salary staff including 3 direct reports and 75 hourly employees. Administered talent acquisition to acquire top-talent, while negotiating with existing employees aimed at improving turnover rate. Resolved hardware/software issues and purchased top-notch digital applications to improve overall organizational growth. Ensured administrative and operational excellence in the absence of State Director.

- Registered thousands of voters with streamlined registration applications process.
- Established metrics-based governance system to assess performance measurement.
- Conducted training programs for employees to achieve optimal level of competency in technology.
- Enabled sound decision-making based on data-models and research for a nonprofit organization by leveraging operating budget of over \$1,000,000 through budgetary strategy.
- Deployed cutting-edge database systems by leveraging analytical prowess.

Information Network Associates

2019 – 2019

Research Associate

Blended management and analytical expertise to perform detailed background checks pursuant to the Fair Credit Reporting act and other federal, state, and local laws and regulations. Modernized efforts to amplify scalable knowledge of extremist organizations and signs of membership in said extremist organizations.

- Recognized for conducting data-driven research on known and unknown extremist organizations.

Republican Party of Pennsylvania Regional Field Director

05/2017 – 11/2018

Scaled-up strong fellowship with ~15 fellows, while hiring volunteer force greater than 150 people through comprehensive filtering processes. Introduced Get Out the Vote Efforts, with over 100 volunteers making 50,000 voter contacts. Formulated social media and email volunteer recruitment messaging for key stakeholders. Encouraged candidate and stakeholder buy-in of State and National Party Data, while organizing scalable events including debate watch parties and days of action by leveraging in-depth industry knowledge. Communicated horizontally and vertically between the State Party and stakeholders including campaigns, county parties, and activist groups.

- Identified and maximized voter turnout in targeted areas.
- Successfully enhanced volunteer activities against previous elections through leadership skills.

Education

Bachelor of Arts | Government and Political Affairs

Millersville University

Bachelor of Arts | Economics

Millersville University

Volunteer Activities

Track & Field, Football Coach | Local High School