

THEODORE A. MILLER, MS, PMP

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Summary Highly skilled and achievement-oriented manager with over 25 years of broad-based and readily transferrable experience. Employed in management positions of increasing responsibility with an emphasis on all aspects of budgeting, business administration, process development, project management, schedule/cost performance, and facility management. Possess proven leadership traits coupled with expertise in financial management, cooperative relationships, customer service, and data analysis. Strong knowledge of contracting, accounting and operations within the Federal environment including with the Departments of Defense, Transportation, and Health and Human Services.

Professional Experience Biocore LLC (2017 – Present), Senior Engineer and Project Manager

Biocore is a world class biomechanical engineering firm that provides testing services and highly specialized expert consultation, research, program design and oversight, to companies across the globe.

Perform project management and engineering services for biomechanics associated projects. Develop, refine, and track project budgets including variances in labor hours and costs.

University of Virginia, School of Engineering and Applied Science, Center for Applied Biomechanics (CAB), (2011-2017)
Operations Manager

The CAB is the world's largest university-based injury biomechanics lab with over sixty researchers, staff and graduate students located at several sites, both on and off campus. Research is funded by the Department of Defense, Department of Transportation, major vehicle and restraint manufacturers, NFL, and other national and international organizations seeking to understand the mechanics of injury and develop the means to mitigate or eliminate its causes.

Operate as the 'Chief of Staff' to Principal Investigators for ensuring successful planning, budgeting, execution, and reporting of each research project. Resolve conflicts and promote collaborative relationships between project teams to ensure the 20+ active research projects are running smoothly. Responsible to ensure that all research projects are completed safely, efficiently, and meet all contractual obligations. Develop and implement operational plans that effectively and efficiently utilize current laboratory resources, assess future needs and develop plans to attain new research capabilities.

Provide reporting for current projects including monthly reports, burn rate estimates, and any areas where there may be project financial or operations risks that require mitigation. Ensure all costs are recorded and allocated in accordance with generally accepted accounting standards and meet all cost accounting standards for government funded projects. Facilitate strategic relationships with other university departments and the university health center units (Emergency Medicine, Orthopedics, etc.) to promote projects that advance the science of biomechanics and interdisciplinary injury reduction initiatives. Maintain and enforce lab research protocols and CAB and University policies and procedures through liaison with, and presentations to, external review boards.

National Radio Astronomy Observatory (NRAO) (2002 – 2011)
ALMA Administration and North America Business Services Manager (2008 – 2011)
Observatory Business Services Manager (2002 – 2007)

The NRAO is a Federally Funded Research and Development Center funded by the National Science Foundation with over 600 employees located around the globe with

major facilities in Green Bank, WV, Socorro, NM, and Charlottesville, VA, and at several locations in Chile, South America.

Responsible for the overall planning, coordination, and management of observatory-wide business services including budget development and analysis, building financial reporting systems and financial reports, grants & agreements, facilities and manpower planning, and Charlottesville facility operations.

Developed, allocated, and reported on performance metrics of the \$67M combined operations budget. Directly managed the \$3.8M Observatory Business Services budget. Administered cost allocation and allowability standards to ensure conformance with generally accepted accounting standards in order to meet all audit requirements. Oversaw compliance with Federal reporting and allowability criteria in accordance with OMB circulars A-122, A-133, and 2 CFR 215. Ensured expenditures and processes complied with generally accepted accounting standards and met cost accounting standards. Collaborated with the Fiscal Officer to proper cost allocation which resulted in no material findings over a nine year period.

Direct daily managerial involvement with the Chile-based Atacama Large Millimeter Array (ALMA) project including coordination with the Joint ALMA Office and ALMA Chile offices for matters including procurement, budgeting, insurance, and operations support requirements. Chair the weekly business meetings to resolve construction project and operations support requirements.

Actively engaged in performance-based reporting and analysis through compilation of the monthly Flash report and ad hoc analysis for emergent tasks. In consultation with the Associate Director refine reporting metrics including elements of the monthly financial performance report to identify early warning of areas requiring attention and potential cost containment.

Managed NRAO insurance including overseeing Worker's Compensation claims and litigation issues for all U. S. based sites.

Developed and implemented forecast models to facilitate rapid and precise calculation of alternative budget scenarios that include reorganization and reduction options for senior management to consider in response to changing federal budget profiles. Collaborate with key stakeholders and peers to conceptualize and implement processes that resolve complicated financial relationships such as the cost recovery pools within Peoplesoft Enterprise and JD Edwards financial systems

Awarded two performance awards and one Director's Certificate in recognition of performance on Observatory projects including the National Science Foundation Cost Review and the corporate headquarters facility expansion project.

IDEAs, Inc. (Interactive Decisions and Electronic Applications) (2000 – 2002)
Owner and Senior Consultant

Researched and facilitated implementation of complex projects that incorporated needs assessment, process flow, information technology integration, and policy interpretation to achieve customer objectives. Collaborated with Georgia Tech Research Institute to obtain grant funding and provide direct support for the following highly successful projects:

- Next Generation Aircraft Carrier (CVNX) Aircraft Maintenance Capabilities.
- P-3 Aircraft Maintainer's Electronic Performance Support System, U.S. Navy.
- Predictive Diagnostics for Bus Maintenance: National Academies of Science, Transportation Research Board.

Vice President

Established and maintained financial, administrative, human resources, and purchasing processes for the successful start-up of a network and Internet security company.

Rollins, Inc. (1995 – 1998)

Director, Telecommunications and Office Automation (1998 – 1999)

Responsible for all aspects of voice and data communications supporting 400 field offices and the corporate headquarters. Responsibilities and projects included:

- Managed \$1.2 million P&L for three cost centers with 35 employees and the \$12M annual telecommunications budget.
- Highly effective and successful team leader for Lead Management and Data Warehouse modules during \$30M Y2K project.
- Developed and beta-tested handheld technologies for field technicians at large-scale commercial citrus groves.

Business Facilitator, Corporate Development (1995 – 1998)

Manager of Business Facilitation team for analysis, promotion, and management of high priority/high risk projects, including corporate acquisitions, from concept to completion along with performance metrics. Team leader for initial phases of data warehouse project to establish customer metrics and develop marketing intelligence for future sales campaigns.

United States Navy

Logistics Program Manager and Management Analyst (1992 – 1995)

Envisioned, established, and assigned as Office-in-Charge of a logistics and policy team of military, civil service, and contractor personnel with direct maintenance and logistics responsibility for over 900 aircraft located at 20 aerospace research, development, test, and evaluation sites.

Division Head, Aircraft Maintenance (1980 – 1991)

- Assigned to three squadrons, two major Naval Air Stations, and one airwing staff.
- Production manager with oversight responsibility for 1,000+ personnel in 60 work centers performing component repair activities for helicopter and jet aircraft (electronic gear, structural components, engines, etc.).
- Recipient of eight performance-based personal awards in positions of increased responsibilities and wartime operations. Selected twice for early promotion including promotion to senior Naval Officer.

Education MS Logistics Management, Naval Postgraduate School, Monterey, CA.
BS Mechanical Engineering, University of Texas, Austin, TX.

Certifications Project Management Professional (PMP) certified, Project Management Institute, 2001.

Computer Skills Strong PC skills with an emphasis on MS Office applications, PeopleSoft Enterprise/JD Edwards financial reporting software and Oracle Enterprise software.

Professional Membership

- Project Management Institute, Charlottesville Chapter Secretary

Community Engagement

- Election Officer, Albemarle County