

## ARNOLD L. HARBOLT

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**Purpose:** To provide background information and qualifications in consideration of future employment with the City of Crossville.

### **Prior Experience:**

U.S. Navy, June 1968 – September 1990 Retired  
Command Master Chief; Administration Officer; Recruiting and Marketing Supervisor.

Marcoa Publishing, November 1990 – August 1995  
Southeast Regional Manager; Sales Manager; Recruiting Manager; Sales Trainer

U.S.P.S., August 1995 – October 2001 Retired  
Union Representative; Letter Carrier

U.S. Census 2010, May 2009 – April 2010  
Assistant Manager in Operations; Training; Quality Control; Recruiting; Data Entry Supervisor

Town of Farragut, August 2015 – March 2016  
Special Census 2016 Coordinator supervising all aspects and evolutions involved: Planned and implemented methodology and schedule; hired and trained data entry and canvassing personnel; prepared all correspondence, advertising and reports; entered and monitored all data forwarded for certification; ensured strict compliance with ECD regulations; monitored data entry and canvassing activity; ensured 100% of residences were canvassed and results entered; closely monitored cost compliance resulting in 20% cost savings; prepared and monitored all printing, mailing, and forms production and processing, highly successful results achieved.

**Education:** Bachelor of Arts  
Foreign Language and Mathematics  
Bellarmine University in Louisville, KY

Master of Business  
Webster University in Chicago, IL  
12 Hours completed

**References:** Included herein