

**Carmella Campanian**  
**3311 Ben Hogan Lane**  
**Billings, Montana 59106**  
**(406) 248-2766**

**A description of the professional background of Carmella Campanian Grill**

From 2009 to the present, Carmella has served as the Program Director of the Montana New Entrant Motor Carrier Safety Program. She has worked extensively with Federal Motor Carrier Safety Administration Research and Analysis project on the Effectiveness of Fostering a Safety Culture in Motor Carriers. This program provides Federal Motor Carrier Safety Administrative training for all motor carriers newly registered as carriers in Montana, approximately 350 carriers each year. Her responsibilities have included curricula development; staff development; training and supervision of field instructors; and recordkeeping and reporting directly to the U.S. Department of Transportation and the Montana Department of Transportation.

Prior to that project, Carmella was the Program Director of the Montana New Entrant Motor Carrier Safety Program for the U.S. Department of Transportation and Montana Department of Transportation. In this position, she was responsible for curricula development for that program; staff development, training, and supervision of field instructors; and recordkeeping and reporting directly to the U.S. Department of Transportation and the Montana Department of Transportation.

**EDUCATION**

1972 –1976 North Toole County High School, Sunburst, Montana  
1976 –1980 Gonzaga University, Spokane, Washington

**EMPLOYMENT -EXPERIENCE**

Atlantic Pacific Resource Group, *1989-Present*

**Executive Director of Operations – Business & Transportation Divisions**

- Transportation Safety Administration
  - Daily supervisor of Operations for Safety
  - Supervision of Drivers, Dispatch, clerical and administrative staff members relating to transportation, driver training & freight haul
  - Staff orientation, development and training
  - Supervision of daily, weekly, monthly and quarterly fuel reports
  - Supervision of daily, weekly, monthly and quarterly maintenance reports
  - Supervision of all purchase orders and maintenance authorizations
  - Supervision daily for operations of the safety department
  - Internal auditing for meeting or exceeding Federal Motor Carrier Safety OSHA Standards and Regulations for vehicle requirements
  - Scheduling and prioritizing division
  - Payroll supervision
  
- Business Administration

- Daily supervisor Business Administration – Consulting & General Business division
  - Supervision of executive level, administrative and clerical staff
  - Staff orientation, development and training
  - Establishing and maintaining a professional team work environment
  - Internal auditing for meeting or exceeding certification standards and Regulations for business and education
  - Scheduling and prioritizing for the division
  - Payroll supervision
  - Responsible for meeting HR & labor regulatory requirements
  - Responsible for supervising a safe work environment for classrooms, offices, labs and field operations.
- **Human Resources**
    - Advertising, resume review, screening and interviewing for staff
      - Drivers
      - Clerical Staff
      - Safety Staff
    - Monthly, Quarterly and Annual Evaluations
    - Establish & maintaining a professional teamwork environment.
    -
  - **Accounting**
    - Supervision and authorization of daily purchases
    - Supervision of daily weekly monthly accounts receivables
    - Supervision of daily weekly monthly accounts payables
    - Supervision of annual Audits
    - Payroll supervision and processing
    - Projecting annual budgets
    - Maintaining and operating within a budget and showing a profit year

**The SAGE Corporation, 8/90-01/2015**

**Commercial Transportation Federal Motor Carrier Safety Department**

**Regional Director - Transportation Safety Administrator - Founding Partner**

- Report to the local Safety Director & The National Chief Executive Officer.
- Executive management and daily operational supervisor for the safety department supervising 50 to 100 tractor- trailers following Federal Motor Carrier Safety guide lines.
  - Supervision of staff members
  - Staff orientation, development and training
  - Supervision of daily, weekly, monthly and quarterly fuel reports
  - Supervision of daily, weekly, monthly and quarterly maintenance reports
  - Supervision of all purchase orders and maintenance authorizations
  - Internal auditing for meeting or exceeding Federal Motor Carrier Safety Standards and Regulations for vehicle requirements
  - Scheduling and prioritizing division

- Payroll supervision
- Supervision of staff members
  - Staff orientation, development and training state wide
  - Establishing and maintaining a professional team work environment for the State of Montana
  - Internal auditing for meeting or exceeding Federal Motor Carrier Safety Record keeping as they relate to Standards and Regulations for driver qualification.
  - Supervision daily for operations of the safety department
  - supervision, scheduling and prioritizing the Billings and Missoula Campuses
  - Payroll supervision
  - Responsible for meeting all HR & labor regulatory requirements
  - Responsible for supervising a safe work environment for offices classrooms, labs and field operation in commercial vehicles

*SAGE Technical Services*

**Billings, MT 8/90-01/2015**

**Accredited and Certified School Administration**

**Administrative/Education/Co-School Director –**

- Reporting to the school director and to the national president and CEO.
  - Daily supervisor for school administration and 5-10 staff members
  - Daily/weekly staff scheduling
  - Staff development and orientation
  - Curricula development, implementation and supervision
  - Daily/weekly student/class/commercial vehicle scheduling
  - Daily/weekly/monthly educational records that include attendance, course progress and final approval for graduation
  - Student advisory for the student with special needs or barriers

**Accredited and Certified School Administration**

- Supervision of instructional staff
- Supervision and training for staff development and growth
- Supervision of educational quality and curricula objectives
- Primary for Admissions and Sales – Local –Regional – State Wide
- Supervision and preparation for audits by the Accrediting Commission of Career Colleges and the Professional Truck Driver Institute
- **Curricula Development**
  - Developing course materials for motor carrier management curriculum. Providing instruction on a regular basis on matter relating to internal transportation, dispatching, rates and office management.
- **School Director – Missoula, Montana 7/2003 to present**
  - All of the above noted duties for a campus 300 miles from Billings
  - Travel as needed to supervise 3-5 staff members
  - Supervise from a distance via phone, email and fax

- **Sales and Field Supervisor for Corporate National Projects (which includes yet is not exclusive to)**
  - Career Training Institute Commercial Driving/ Heavy Equipment programs
    - Commercial Driver Training (80 participants in two years)
  - Crow Indian Community College
    - Commercial Driver Training (Over 100 participants, the hardest of the hard to serve)
  - Northern Cheyenne Community College Commercial Driving Course
    - Commercial Driver Training (40 participants, the hardest of the hard to serve)
  - Salish Kootenai Community College Commercial Driving Course
    - Commercial Driver Training (40 participants, the hardest of the hard to serve)
  - Stone Child Community College Commercial Driver Course
    - Commercial Driver Training (40 participants, the hardest of the hard to serve)
  - Western Area Powers Commercial Driving courses for experienced drivers
  - American Driver Services Long Commercial Vehicle Certification
  - Federal Express Custom Critical Experienced Driver Certification
  - TAA/WIA Kalispell, Montana
    - Commercial Driving Courses for 100 laid off Aluminum workers
- **Human Resources**
  - Advertising, resume review, screening and interviewing for commercial drivers, clerical, safety personnel, general staff members
  - Orientation and Staff Development for the above noted
  - Daily/weekly supervision and scheduling of up to fifteen staff members
  - Bi-annual/annual as applicable evaluation of up to fifteen staff members
  - Responsible for establishing and maintaining a professional teamwork environment.
- **Accounting**
  - Supervision and authorization of daily purchases
  - Supervision of daily weekly monthly accounts receivables
  - Supervision of daily weekly monthly accounts payables
  - Supervision of annual preparation for corporate internal and external audits
  - Payroll supervision and processing
  - Projecting annual budgets
  - Maintaining and operating within a budget and showing a profit year after year.

**Rocky Mountain College, Billings, MT, 10/89 –8/90**

- **Admissions & Sales**
  - Advertising and recruiting for commercial driver students
  - Screening for enrollment and ultimately employment
  - Primary admissions representative responsible for filling two classrooms every eight weeks.
- **Curricula Development**
  - Developing course materials for motor carrier management curriculum. Providing instruction on a regular basis on matters relating to internal transportation, dispatching, rates and office management.
- **Human Resource**

- Advertising, resume review, screening and interviewing for commercial drivers, clerical, general staff members
- Orienting and Staff Development for the above noted
- Daily/weekly supervision and scheduling of up to ten staff members
- Responsible for establishing and maintaining a professional teamwork environment.
- **Accounting**
  - Supervision and authorization of daily purchases
  - Supervision of daily weekly monthly accounts receivables
  - Supervision of daily weekly monthly accounts payables
  - Supervision of annual preparation for corporate and college internal and external audits
  - Payroll supervision and processing

### **Waggoner's Trucking, Billings, MT 6/81 –10/89**

#### **Terminal Manager, International Traffic Consultant – Sweetgrass, MT**

- **Reporting to the president and CEO in Billings, MT 6/89 to 3/88**
  - Responsible for clerical, freight yard work and driver supervision
  - Supervising up to 3 local staff members
  - Supervising the international clearance of up to 100 trucks per week
  - Supervision of international freight transport and responsible for government compliance between Canada, Mexico and the United States ground and seaport traffic. Interacting on a regular basis with US, Canadian Customs and Mexican Inspectors & Port Supervisors
  - Designed and implemented computer record keeping systems relating to post audit Canadian registration and control, U.S. bond control, and Alaska in transit bond control
  - Case response and inquiry research for all international violations-to include documentation, communication and case law
  - Oral and written communication with the federal government claims division. Filing and contesting each violation. Resulting in 100% fine reduction or full exemption
  - Education and training of all drivers and office staff nationwide for international freight and immigration clearance regulation
  - Education for all drivers in the Canadian Hazardous Material Regulations
  - Developed the in house training video and manual used for the nationwide company relating to international clearance procedures
  - Provided training seminars for staff and clients for regulatory requirements documentation, communication and procedures for international transport
  - Providing 24 hour call for truck clearance at three US/Canadian port of entries

- Supervised and interacted with clearance brokers activity while they handled or inspected Waggoner's freight. Interaction with the brokers on the clients behalf
- Supervised the clearance of up to 100 trucks moving oil rigs from Canada to the US in single moves
- Consulted and advised customers on options and regulations when shipping international
- Driver screening for international immigration requirements

**Terminal Manager LTL Hub, International Traffic Consultant – Casper, WY 3/88 to 8/90**

- **Reporting to the LTL supervisor in Houston, TX, the Safety Director, the President and the CEO in Billings, MT**
  - All of the above noted duties were moved from the Sweetgrass, MT terminal with to Casper, WY. In addition to the duties noted I became responsible for the primary hub for the LTL or pony express terminal in Casper, WY. This terminal also supervised a field terminal in Odessa, TX
  - Supervision of two clerical staff members, one yard truck and numerous drivers trafficking at the hub
  - Provide 24 hour emergency contact for LTL and International freight
  - Supervision of up to 30 trucks per week of LTL coming from Houston, Dallas and Odessa, TX. Los Angeles, CA, Salt Lake City, UT and various points in the Dakotas
  - Supervising the transferring and integrating of freight to Alaska bound trucks and Canadian Bound trucks. Up to 500 bills of lading per week
  - Supervising and dispatching the return freight to each terminal
  - Freight sales and dispatch for Casper, WY and Odessa, TX terminals

**EXPERIENCE**

**Lou Hilling Café Manager**

**Waitress/Dishwasher/Fry Cook 5/72 – 5/74**

- Reported to Lou Hilling and the cook on duty
  - Worked up to 20 hours a week during the school year and 40 each summer

**EXPERIENCE**

**5/76 – 8/79 Campanian Inc**

**Supervisor, bartender, Sales & Promotions 5/74 – 5/76**

- Reported to Eleanor Campanian, Glocca Morra Inn, Sweetgrass, MT

- Worked summers following high school graduation as a bartender
- Advertising and promoting various functions
  - Parade floats that appeared state wide and in several locations in Canada.
  - Supervising bartenders and janitorial staff
  - Developing social functions
  - Booking and promoting bands

**Management 5/80 – 5/88**

- Partnering with my brother to run the family business
  - Weekly Scheduling
  - Accounts Receivable & Payable
  - Payroll supervision, filing and processing
  - Tax record processing to CPA

**EMPLOYMENT –EXPERIENCE**

**5/80-5/88 Campanian Dance Company**

**Founder/Dance Instructor & Choreographer 5/80 – 5/88**

- Providing instruction in performance jazz in 5 towns in rural Montana and Alberta to 75 children weekly
- Choreography for up to 50 routines each year
- Organizing and promoting performances bi-monthly in various rural communities.
- Accounts receivable
- Accounts payable

**Special Projects & Community Service**

- **Motor Carrier Services**
  - **Federal Motor Carrier Safety Administration Research and Analysis- Effectiveness of Fostering a Safety Culture in Motor Carriers 2009- Present**
    - Program Director Montana New Entrant Motor Carrier Safety Program.
      - The program provides Federal Motor Carrier Safety Administrative training for all motor carriers newly registered as carriers in Montana (350 carriers per year)
      - Curricula Development for the program
      - Staff Development; training and supervising four field instructors.
      - Record keeping and reporting directly to the US D.O.T and the Montana DOT

- **Motor Carrier Services**
  - **U.S. Department of Transportation & Montana Department of Transportation Contract 2005-2006**
    - Program Director Montana New Entrant Motor Carrier Safety Program.
      - The program provides Federal Motor Carrier Safety Administrative training for all motor carriers newly registered as carriers in Montana (350 carriers per year)
      - Curricula Development for the program
      - Staff Development; training and supervising four field instructors.
      - Record keeping and reporting directly to the US D.O.T and the Montana DOT

## **Special Projects & Community Service**

- **EXXON MOBIL 1998-Present Project Director**
  - Implements supervise commercial driver and vehicle compliance system. Annual Internal Compliance Review
- **Sanjel-2005-Present Project Director**
  - Implements supervise commercial driver and vehicle compliance system to include driver assessments and driver refresher training. Annual Internal Compliance Review
- **Coil Tubing August 2002**
  - Project Director - Implementation and follow up for Motor Carrier Compliance of Commercial Drivers & Vehicle Records.
- **Tractor & Equipment 2005 Drivers Hours Of Service Compliance**
- **MT Governors Employers Focus Group – Soft Skills**
  - MT Governors Task Force – Soft Skills (Developing the state training curricula for Setting the Standards for Success)
  - Providing training seminars and guidance to local Job Service Case managers, employers and teachers.
- **Active member Montana Motor Carrier Association**
- **MT Department of Labor 12 Danger Zones Training 2006-2007**
- **2009-Present SCORE Transportation Mentor**
- **Active member Montana Contractors Association**
  - Active member of the training committee
- **Board of Directors Canadian Trucking Association (1985-1988)**
- **JSEC committee member (2000-present)**
- **Spoke before MT state legislature on behalf of MT youth training**
- **Faculty Member/Instructor Lorman Education Services**
- **Gonzaga University Competition Dance Team**
  - North West Regional Champions 77/78



