

### Resume and References for Don Richman, M<sup>3</sup>

#### Owner / President, 2<sup>nd</sup> Tier Management Concepts

#### OBJECTIVE

To use my working knowledge, management skills, resources and “common sense” to encourage and create sustained prosperity within companies striving to increase their productivity and employee awareness of positive growth. It is during these “tougher” economic times that concentration on efficiency and improvement of present strategies will bring development and progress to an otherwise uncertain market.

#### QUALIFICATIONS

For over thirty-five (35) years, I have worked almost exclusively in the millwork and construction industries. During this time I have ascended my way up - from the bottom with a “broom & a shovel”, to the position of Operations Manager & Senior Project Manager. I have been the estimator, designer, production manager, sales representative and operations manager for a handful of small and large companies. Throughout my experiences, I’ve seen the pitfalls and profits of start-ups, mergers, and buy-outs of various millwork companies. Seeing the results of which first-hand have given me tremendous insight.

As a culmination of my experience with small and mid-size (\$1.5M - \$30M) companies, I have honed my personal management expertise. Having been a staff member who worked directly with general contractors, architects, and owners, I directly experienced the absolute need for a leader (or an employee) to understand the “big picture” - both the needs of the company, and those of the client.

Due to the nature of my work, I have been exposed to a myriad of high profile industries including medical, insurance, entertainment, banking, and restaurant services (to name a few). Similarly, I have been fortunate enough to work outside of California (in New York, Vermont, Arizona, Nevada, and Hawaii) and gain familiarity with different regions, methods, and personality types. I was lucky to be the guy who always got the “odd-ball & unusual” projects.

#### WORK HISTORY

I tend to excel at sales, marketing, and managing people by way of positive direction and reinforcement. Most importantly, I have the vision and desire for company success through promoting the growth of the individual, and balancing the “big picture”. The only way I know how to work is with an *owner’s attitude*...

#### Company Owner: 2<sup>nd</sup> Tier Management Concepts, Inc. (see [2ndtmc.com](http://2ndtmc.com))

Company goals include the development of a training manual for the Professional Project Manager for the second tier contractors with emphasis on the millwork industry. During this period I continue to work part time as an independent Project Manager and Consultant. Upon request, I will forward my *Notes from the Author* and the *Introduction* to this manual whose publishing I anticipate later this or early next year.

#### SMI Millwork, Inc. of Santa Ana, CA (2006– 2007)

I was asked by Bob Stolo the owner and a friend of mine, to join his staff at SMI Millwork, Inc. as the Sr. Project Manager on a 142’ Custom Yacht Project in Chula Vista, Ca. Despite knowing I had plans of my own, he trusted me because he knew of my boating experience – a great fit for this project. Throw in a few club houses and I can certainly say I enjoyed my time at SMI. Bob and I continue to remain close; we keep in touch on a regular basis. My spirit moved me on but my friendship with the owners continues.

### **Millcraft - Hunter, Inc. of Anaheim, CA (1995 – 2006)**

I worked for Millcraft, Inc. (1995-2001) and then moved on to Hunter Door and Mill. Mike Hunter, the owner of Hunter Door and Mill was a sub-contractor for us at Millcraft, Inc. Over that next year the idea of a merger with Millcraft, Inc. became not only talk, but also a reality. Although I did not believe at the time this would be a good mix, I *stayed with the team* until the merger break-up, when Mike Hunter eventually left the company. Although I remain friendly with the Millcraft owners and Mike Hunter, alternative opportunities presented themselves.

### **Mica Industries, Inc. of Huntington Beach, CA (1991 – 2003)**

At Mica, I was first employed as a Senior Project Manager and Designer. Upon leaving, I continued a working relationship with Mica Industries as a second-tier sub-contractor for us at Millcraft, Hunter Door & Mill and subsequently Millcraft-Hunter. This was largely made possible through a continued friendship with the original owner of Mica Industries. Mica Industries was sold in 2004. Hans Weerman and I continue a strong friendship to this day.

### **KBI International of Buena Park, CA (1988 – 1991)**

I began to hone my management skills with KBI International as an Operations Manager, where we did numerous “chain” projects for the restaurant industry. Responsibilities included managing and coordinating the production of five manufacturing facilities including woodwork, metal fabricating, fiber glass, custom glass etching and upholstery. KBI International is unfortunately no longer in business.

## **PROFESSIONAL ORGANIZATIONS**

**Associate Member of the Woodwork Institute with the M<sup>3</sup> Credential - Master of Millwork Management**  
**Affiliate Member of the Architectural Woodwork Institute**

## **EDUCATIONAL BACKGROUND**

### **Saddleback Community College**

- Marketing and small business (adult education classes) courses

### **Computer Education Institute**

- Learned proficiency in the Microsoft Office Suite and related software

### **University of California at Berkeley (minimal studies)**

- English and Theater Arts emphasis

### **Central Connecticut State College (minimal studies)**

- General education & Theater Arts courses

## **INTERESTS & ACTIVITIES**

### **Writer, Publisher for a trade manual for the millwork industry**

The needs of the industry, coupled with my years of experience, brought me to construct a trade manual engineered to bring customer service, loyalty, and efficient project management to large and small second tier sub-contractors.

### **Collaborating with independent and student film companies**

Including the Buddy Group, Day Job Productions, Tom Smith Productions, Chapman University, Long Beach College and Saddleback Community College Students. I have worked on student and commercial films as a Construction / Design Manager, building sets and backdrops for independent productions as well as large-scale Internet and TV productions. I was asked to take a position as the Unit Production Manager (based on relevant experience and interest) and to be part of the production and screenwriting team for the short film “Remembrance”.

### **CERT, Level 1: Certified Emergency Response Team**

I have completed training as a Level One CERT Team Member. My intention is to continue my development towards a Level Two Certification with FEMA and The Red Cross. I currently maintain a Red Cross CPR card.

## **REFERENCES**

Upon request, a detailed list of references will be provided.