

Gary J. Wolff

Corporate Communications Consultant & University Lecturer

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Summary

Gary Joe Wolff is a Tokyo-based corporate communications consultant, university lecturer, and all-round nice guy. :-) His background includes a masters degree in civil engineering, 12 years of stateside transportation engineering experience (including Regional VP of Marketing), 20 years in education & international construction, and 7 years in sales and marketing.

Specialties

Specialist in intercultural corporate training for Japanese engineers & managers in preparation for their overseas assignments. Includes on-site engineering operations & communications, presentation/negotiation/meeting skills, international business culture & etiquette, & technical writing. Proficiency also in proposal/contract preparation, website design, search engine optimization, internet market research, short-list presentations, & client relations.

Experience

Cross-Cultural Communications Trainer at International Education Services

June 2009 - Present (3 years)

Training at corporate and government clients for Japanese engineers and managers preparing for overseas assignments & conferences. Courses include general business and technical instruction, such as global business cross-cultural perspectives, overseas project engineering & management, on-site engineering communications, presentation skills, international business manners, and meeting/negotiation skills. Tokyo, Japan (also employed here April '91- Aug. '93)

University Lecturer at Meiji University

April 2000 - Present (12 years 2 months)

Part-time lecturer of Science English, Spoken English, and TOEFL/TOEIC Test preparatory classes for electrical engineering, computer science, & agriculture majors in the School of Science and Technology at one of Japan's oldest and most prestigious private universities. Also, presentation skills & technical communication skills courses for Graduate School students studying mechanical engineering, electrical engineering, physics, applied chemistry, architecture, & bioinformatics engineering. Tokyo, Japan

Corporate Communications Director at Nishimatsu Construction Co., Ltd.

August 1993 - April 2009 (15 years 9 months)

- client relations in Japan, Guam, and America;
- proposals for U.S. military projects in Japan administered by NAVFAC (Naval Facilities Engineering Command), PACAF (Pacific Air Forces), AFCEE (Air Force Center for Engineering and the Environment), and USACE (U.S. Army Corps of Engineers);

- technical writing; editing of engineering reports;
- updating of company's English website;
- critique of civil engineers' technical papers/presentations for international conferences;
- preparation of contracts, bids, specs, responses to RFPs & RFQs, technical manuals, brochures, annual reports, speeches (for corporate executives to deliver at overseas contract signing and groundbreaking ceremonies), and construction news briefs;
- internet market research to stay abreast of new global construction projects/technology, including extensive study of the infrastructure requirements in Guam for the planned relocation of 30,000 U.S. marines & their dependents from Okinawa;
- handling investor relations and media inquiries, including those related to the major company scandal in early '09; and
- language/cultural training for engineering staff preparing for overseas assignments to Asia, Europe, and Africa.
- one of Japan's top 10 general contractors. Marketing Dept., International Operations Division. Tokyo, Japan corporate headquarters office
- [Sidebar: Ironically, my contract was terminated less than a week after being awarded the \$93 million Misawa Air Base Phases 2 & 3 family housing project and the \$25 million Data Center Facility project at the White Beach Naval Facility in Okinawa, both projects in which I played an instrumental role in helping procure.]

2 recommendations available upon request

Children's Show Performer at World Family, K.K.

September 1993 - January 1999 (5 years 5 months)

Singing and dancing with full costumes in a Sesame Street-style children's English education stage show for Disney's World of English, conducted in public halls throughout Japan. The beauty of this part-time weekend job is that it didn't interfere with my day jobs, and allowed me to see 44 of Japan's 47 prefectures. Without question, one of my most glorious experiences in Japan. Also, Telephone English speaking and singing lessons for young Japanese children, requiring us to learn over 60 Disney songs (<http://garywolff.com/subdir/photos/dsneykid.htm>).

Regional Vice President of Marketing at Kimley-Horn & Associates

February 1988 - November 1989 (1 year 10 months)

In this Phoenix, Arizona-based position, I was responsible for client relations, proposals, technical reports, and marketing the firm's traffic and transportation engineering design services throughout the U.S. southwest region, including Arizona, Nevada, and California. At the time, we were designing Arizona's first Intelligent Transportation System (ITS)---the Phoenix Freeway Management System (FMS)---for the Arizona Department of Transportation (ADOT). The Phoenix FMS provides real-time freeway traffic congestion monitoring, CCTV video camera surveillance, entrance ramp metering, electronic variable message signs, etc., all controlled by the 2100-square-foot Traffic Operations Center. The TOC includes 32 wall monitors and large screens to display speed and weather data, facilitates area-wide emergency response to freeway incidents, and 24/7 real-time traffic condition alerts to TV & radio stations, newspapers, and ADOT's 511 Traveler Information System.

Transportation Engineering Design Manager at Dunaway Associates

January 1987 - January 1988 (1 year 1 month)

Solicited and managed traffic access, impact, and parking site analyses for new commercial development projects in the City of Fort Worth, Texas. Also provided traffic engineering consulting services to small cities in the Dallas-Fort Worth Metroplex, requiring close coordination with the Fort Worth District Office of the Texas Dept. of Transportation (DOT) and the City of Ft. Worth Transportation & Public Works Dept. traffic engineering division.

Assistant District Traffic Engineer at Texas Department of Transportation

October 1985 - December 1986 (1 year 3 months)

Employed in the Texas DOT Waco District Office to help implement state and federally-funded traffic engineering and highway safety improvement projects related to the state-owned & maintained street and highway network in this 8-county Central Texas region.

National Sales Director at Success Motivation International

April 1983 - November 1984 (1 year 8 months)

At this Waco, Texas company founded by the late Paul J. Meyer, I worked in the Success Motivation Cassettes division where I managed a national sales network of independent distributors marketing personal development cassette tape and self-improvement courses dealing with goal setting, time management, leadership skills development, and the importance of a positive mental attitude. Our top-selling, signature cassette was "Think and Grow Rich," by Napoleon Hill. Also conducted monthly 3-day sales training seminars in the Waco home office for the nationwide distributor network.

Traffic Signal & Street Lighting Design Supervisor at City of Fort Worth Transportation & Public Works Department

April 1980 - March 1983 (3 years)

Responsible for heading up the design section for the City's traffic signal and street lighting program, including the installation of new signals and lighting for new commercial developments, upgrade & replacement of aging signals & street lights, and implementing the latest optimization strategies for the downtown computerized traffic signal network.

Transportation Engineering Director at Rady and Associates

February 1979 - March 1980 (1 year 2 months)

Helped finalize & obtain government approval for a number of federally-funded comprehensive traffic safety studies conducted for rural cities and counties in East Texas. Also provided traffic engineering consulting services to small cities in the Dallas-Fort Worth Metroplex. Based in Ft. Worth, Texas.

Area Traffic Engineer at Texas Governor's Office of Traffic Safety

February 1978 - January 1979 (1 year)

Under a federally-funded traffic safety grant program administered thru the Texas Governor's office, provided on-call traffic engineering services to cities & counties within a 15-county East Texas region. Identified & developed countermeasures for high-accident locations, improved operations at problematic signalized intersections, and assisted cities and counties apply for, implement, and obtain final approval for

federally-funded traffic sign and pavement marking replacement/improvement programs. Required close coordination with city engineers, public works directors, city managers, police chiefs, and county commissioners. Also worked with school boards and PTAs to help resolve school zone safety issues & taught the National Safety Council's Defensive Driving Course. Based at the SFASU campus in Nacogdoches, Texas.

Project Engineer at Wilbur Smith Associates

February 1976 - January 1978 (2 years)

Lead engineer for the traffic access, circulation, and parking study for Denver, Colorado's old Stapleton International Airport, formerly located in the congested Quebec Street corridor inside the city. Using Year 2000 projected traffic volumes, our report identified serious social disruptions and environmental impacts to the neighboring communities. Due in part to the results of our research, Denver chose to build the new Denver International Airport well outside of the city rather than expand Stapleton. Also, resident engineer for the comprehensive transportation study for Fort Hood, Texas, the nation's largest army base. Based in the Denver, Ft. Hood, and Houston (Texas) offices.

Skills & Expertise

SEO

International Business

Technical Writing

Engineers

Web Design

Overseas

Online Marketing

Social Media

E-commerce

Web Analytics

Google Analytics

Blogging

Website Development

Affiliate Marketing

Link Building

Customer Relations

Intercultural Communication

Social Media Marketing

SEM

Marketing Strategy

Entrepreneurship

Web 2.0

Social Networking

Marketing Communications

Digital Marketing

Public Speaking

Corporate Communications

Public Relations

Education

The University of Texas at Arlington

Master of Science, Civil Engineering, 1980 - 1981

The University of Texas at Austin

Bachelor of Science, Civil Engineering, 1971 - 1975

Activities and Societies: Student Engineering Council President, Senior Cabinet, Alpha Phi Omega Service Fraternity, Tau Beta Pi Engineering Honor Fraternity, Chi Epsilon Civil Engineering Honor Fraternity, Engineering Leadership Service Award, Who's Who Among Students in American Colleges and Universities, American Society of Civil Engineers, Institute of Transportation Engineers, resident assistant for 2 yrs. at Jester Dormitory

University of Illinois at Chicago, College of Business Administration

Professional Certification in Network Marketing, 2006

Tokyo Language Arts College

TEFL Certificate, Teaching English as a Foreign Language, 1997

Honors and Awards

International Who's Who of Professionals

Who's Who in the West

Who's Who in American Colleges and Universities

Certified Professional Network Marketer

Eagle Scout

Interests

Advanced Toastmaster Bronze, Tokyo International Singers (tenor), Tokyo International Softball League (pitcher), Has climbed all of Japan's 25 highest peaks -,

<http://www.garyjwolff.com/highest-mountains-in-japan.html>, cycling, karaoke

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2 people have recommended Gary J.

"I have known Gary Wolff for ten years through work connections and shared social interests. Gary is well respected by his peers and is known for excellent work ethic and communication skills. I have no hesitation to recommend him."

— **Terry McKenna**, *President, Doyen Ltd (Japan)*, was with another company when working with Gary J. at Nishimatsu Construction Co., Ltd.

"I had the pleasure of working with Gary from time to time during the later period of my time at Nishimatsu. He was a pleasure to work with a very helpful. Definitely an all round good guy."

— **Steve Tennant**, *Director & Senior Commercial Manager, Nishimatsu Construction Co., Ltd*, worked with Gary J. at Nishimatsu Construction Co., Ltd.

[Contact Gary J. on LinkedIn](#)