

Name

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MANAGER – ADMINISTRATION / TRANSPORTATION

Versatile, innovative and resourceful **Administrative Professional** with extensive experience in dispatch, logistics, transportation and distribution, directing high-performance teams to achieve stretch goals and deliver exceptional customer service. Lead with a consistent management style for problem solving and disciplined decision making. Utilize a precise, analytical method and strong time management skills to complete tasks and manage multiple projects. Possess ability to see the big picture and focus on the important details. Highly motivated, self-directed performer who excels at building effective working relationships with all stakeholders. Committed to adding value and exceeding expectations through hard work, determination and persistence with demonstrated expertise in:

**Warehouse Operations • Shipping/Receiving • Forklift/Tractor-Trailer Operation • Carrier Management
Cost Reduction • Safety Practices • Training • Coaching • Team Building • Staff Management**

PROFESSIONAL EXPERIENCE

Logistics Readiness Sq, • 2003-2009

Cargo Supervisor (2007-2009)

- Certified documents for hazardous material movements. Inspected movement of inbound/outbound shipments for preservation/cushion of items. Interfaced with SDDC to transport classified items in support of military operations.
- Trained cargo personnel on critical mission capable procedures and U.S. Air Force policies.
- Conducted daily briefings on safety practices, duty requirements and weather.

Operations/Training Manager (2003-2008)

- Directed 41 personnel in support of 6 Vice Presidential visits enabling 100% Air Force-2 mission accomplishments.
- Devised and combined bus schedule and routes for combat readiness exercise with meal hours to ensure personnel sustenance needs to 3,000 participants.
- Inspected and certified the training of newly assigned recruits to ensure skills and job knowledge met base objectives and mission accomplishment.

Key Accomplishment

- ✓ ***Spearheaded support of 5,200 annual transportation requests, moving 15,000 passengers and 244 tons of cargo over 31,000 miles with zero delays or incidents.***

Combat Training Sq, • 2000-2003

Transportation Liaison Manager

- Served as liaison for combat operations executing reception and deployment of 6,000 personnel, 242 short tons of cargo and 250 aircraft, successfully ensuring completion of six air combat training exercises.
- Managed fleet of 76 vehicles worth \$4+ million in support of visiting foreign and domestic military forces.
- Created vehicle training and certification program for visiting foreign units qualifying 100 operators.

Key Accomplishment

- ✓ ***Received Vehicle Control Officer performance recognition as “Outstanding” by Headquarters Pacific Air Force inspectors leading squadron to overall rating of “Excellent.”***

Transportation Sq Air Base, Republic of Name • 1999-2000

Protocol Dispatcher

- Orchestrated flawless transportation movement of 480 distinguished visitors and 1,700 pounds of personal luggage. Awarded superior service coin by Chairman, Joint Chief of Staff.
- Established a vehicle dispatch reference library by re-writing policies and directives improving dispatch processes and immediate response during emergencies.
- Safely moved 5,500 personnel and secured 525 tons of critical cargo for largest contingency in Country.

Key Accomplishment

- ✓ ***Superbly planned and executed vehicle support during a high visibility inspection which led to squadron being named “Best Transportation Unit in Pacific Air Forces for 1999.”***

Transportation Sq, Davis • 1996-1999

Dispatcher/Supervisor

- Expedited delivery and staging of 17 vehicles in support of National Airborne Operations Center short-notice visit sustaining readiness for alert take-off.
- Managed base Fleet Services credit card program ensuring accountability and timely payment of \$5,500 in off-base fuel accounts to 35 different fuel companies.
- Maximized use of U-Drive-It fleet of 84 vehicles valued at \$3 million ensuring top serviceability standards were met increasing vehicle life expectancy by two years.

Key Accomplishment

- ✓ ***Awarded achievement medal for expert transportation support to more than 5,000 passengers and 1,700 tons of cargo between Eskan Village, Riyadh and Prince Sultan Air Base, Al Kharj while deployed in support of Operation Southern Watch.***

Air Support Operations Sq, Country • 1992-1996

Operator/Dispatcher

- Trained 15 Army postal clerks on 10K forklift increasing postal company's ability to operate in support of Operation Joint Endeavor.
- Directed five staff personnel on movement of 75 C-5 aircrews and 6,075 passengers as night shift supervisor while deployed to Moron Air Base, Spain in support of Operation Phoenix Onyx.
- Supported over 2,000 vehicle requests annually with sound and prudent judgment while additionally ensuring top vehicle serviceability standards were maintained.

Key Accomplishment

- ✓ ***Organized and transported 300 tons of equipment over 8,000 miles during squadron relocation from Frankfurt to Mannheim completing project two months ahead of schedule.***

Transportation Sq, AFB • 1990-1992

Operator/Dispatcher

- Transported over 1,200 individual ready reserves recalled to active duty during Operation Desert Shield/Storm.
- Directed and dispatched movement of 1,800 American and Foreign dignitaries during a compressed five-day period for the International Drug Summit.
- Shuttled over 500 base personnel to Bob Hope's facility dedication ceremony.

Key Accomplishment

- ✓ ***Maintained upkeep and serviceability for 85 vehicles which led to squadron's vehicle inspection rating of "Outstanding" during Air Training Command's IG visit.***

EDUCATION

National American University - **BA in Applied Management** (in progress)

TRAINING

Senior Non-Commission Officer Professional Enhancement Seminar - Leadership & Management Principles, 2007
Non-Commission Officer Academy - Leadership & Management Principles, 2004
Non-Commission Officer Professional Enhancement Seminar - Leadership & Management Principles, 2000
Airman Leadership School - Leadership & Management Principles, 1993

SECURITY CLEARANCE

Secret