

Transportation Before.txt

NAmE

3251 N Any Ave City, ST 00000  
(655)555-5555- email@yahoo.com

---

Security Clearance: Secret  
Objective:

Highlights of Qualifications

- ? Over 12 years professional experience in the Transportation Career Field.
- ? Reliable, self-motivated, organized transporter with focus on customer service.
- ? Effective supervisory skills in direction of personnel towards mission goals.
- ? Experienced 4 ? 10,000 lb forklift, 5 - 10,000 lb tractor-trailer operator.

RELEVANT EXPERIENCE

Cargo Supervisor, Logistics Readiness Sq, AFB 2007 - 2009

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

Operations/Training Manager, Logistics Readiness Sq, AFB, 2003-2008

- ? Professionally directed 41 personnel in support of 6 Vice Presidential visits enabling 100% Air Force-2 mission accomplishments
- ? Directed support of 5,200 annual transportation requests, moving 15,000 passengers/244 tons of cargo over 31,000 miles with zero delays or incidents
- ? Devised/combined bus schedule and routes for combat readiness exercise with meal hours to ensure personnel sustenance needs to 3,000 players
- ? Inspected and certified the training of newly assigned recruits to ensure skills and job knowledge are aimed towards base objectives and mission accomplishment

Transportation Liaison Manager, Combat Training Sq, AFB 2000-2003

- ? Liaison for combat operations executing reception and deployment of 6,000 personnel, 242 short tons of cargo and 250 aircraft successfully ensuring completion of 6 air combat training exercises
- ? Expertly managed fleet of 76 vehicles valued over \$4 million in support of visiting foreign and domestic military forces
- ? Vehicle Control Officer performance praised as ?Outstanding? by Headquarters Pacific Air Forces inspectors leading squadron to overall rating of ?Excellent?
- ? Created comprehensive vehicle training and certification program for visiting foreign units qualifying 100 operators

Protocol Dispatcher, Transportation Sq, Air Base, Republic of Country 1999-2000

- ? Coordinated flawless transportation movement of 480 distinguished visitors and 1,700 lbs 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
- ? Superbly planned, orchestrated and executed vehicle support during a high visibility inspection which led to squadron being named ?Best Transportation Unit in Pacific Air Forces for 1999?
- ? Coordinated transportation for largest contingency in Korea, safely moving 5,500 personnel and securing 525 tons of critical cargo

Dispatcher/Supervisor, Transportation Sq, AFB 1996-1999

- ? Expedited delivery and staging of 17 vehicles in support of National

Transportation Before.txt

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 2 years
- ? 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

Operator/Dispatcher, Air Support Operations Sq, 1992-1996

- ? Coordinated and transported 300 tons of equipment over 8,000 miles during squadron relocation from Frankfurt to Mannheim with completion by 2 months ahead of schedule
- ? Trained 15 Army postal clerks on 10K forklift increasing postal company's ability to operate in support of Operation Joint Endeavor
- ? Managed and directed 5 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

Operator/Dispatcher, Transportation Sq, AFB, 1990-1992

- ? Transported over 1,200 individual ready reserves recalled to active duty during Operation Desert Shield/Storm
- ? Directed and coordinated movement of 1,800 American and Foreign dignitaries during a compressed five-day period for the International Drug Summit as dispatcher
- ? Responsible for the upkeep and serviceability of 85 vehicles which led to squadron's vehicle inspection rating of "Outstanding" during Air Training Command's IG visit
- ? Shuttled over 500 base personnel to Bob Hope's facility dedication ceremony

EDUCATION

- ? March - May 2008: National American University student working towards BA in Applied Management
- ? March 2007: Senior Non-Commission Officer Professional Enhancement Seminar graduate in Leadership and Management principles
- ? September 2004: Non-Commission Officer Academy graduate in Leadership and Management principles
- ? August 2000: Non-Commission Officer Professional Enhancement Seminar graduate in Leadership and Management principles
- ? February 1993: Airman Leadership School graduate in Leadership and Management principles

References Available Upon Request