**Damien Brownlee**

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**(404) 409-7550**

**\*\*\* Active Secret Security Clearance \*\*\***

**Highly organized and detail-oriented Movement Control Team professional with proven success managing people, logistics and movement control functions in demanding, rapidly changing settings. Demonstrated ability providing leadership and support at all phases of complex multi-million dollar projects, ensuring seamless execution of all deliverables. Excels at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, materials, and resources. Advanced expertise in reviewing invoices and shipping manifest to ensure full compliance with local and national regulations. Proficient in a variety of logistics and supply management software, both proprietary and commercial. Solid multitasker.**

* Customer Service
* Inventory Control
* Logistics Management
* Microsoft Office
* Movement Control
* Policy and Procedure Compliance
* Report Generation and Documenting
  + Transportation Coordination

**Professional Profile**

* Proven analytic and problem-solving skills with keen ability to assess needs, define requirements, develop and execute value-added solutions that streamline and improve operating efficiencies.
* Strong in logistical operations and multiple project integration problem solving skills.
* Dedicated to enhancing enterprise capability and operational posture through the support of compliance-based mission critical initiatives.
* Skilled facilitator, cross-functional team player, resource manager, and problem solver with demonstrated capabilities in logistics management and organizational development.
* Knowledgeable in road and air, passenger and cargo systems and processes, interagency equipment and personnel movement, and efficiently utilizing air and ground transportation.

**Professional Experience**

**SallyPort Global** –**Balad, Iraq** **October 2014-Present**

**Movement Control Specialist**

* Serves as subject matter expert for transportation users; manage workflow data problem resolution, and adjustments to changing mission requirements; inspect work for compliance with procedures, ad time schedules.
* Responsible for the logistical processing of customer orders, includes coordination with vendors, sales staff, warehouse and shippers
* Provide Logistic, inventory, parts request, issue, storage and shipment support.
* Prepares transportation related documents and logistics movement requests (LMR).
* Arrange shipment of requested items, goods or merchandise. Coordinate schedules for pickup and delivery of products, as well as place orders for supplies and services.

**ITT Exelis Corporation**- **Fob Shank, Afghanistan**  **March 2012-October 2014**

**Movement Control Specialist**

* Preparing customer orders, work orders, for items to be shipped or stored in cargo yard
* Prepare business appropriate documents, memos, emails, presentation, and reports for upper management.
* Provide logistic support for incoming/outgoing equipment
* Receive deliveries, and accept material from military
* Apply an RFID tag or a Military Shipping Label (MSL) with a bar coded Transportation Control Number (TCN) to unit equipment and cargo.
* Assist units with palletizing all general cargo not loaded on vehicles or 463L pallets.
* Observe and follow safety rules and procedures, including wearing required personal safety equipment.
* Responsible for physical inventory; check files for completness
* Maintain inventory, report to and receive assignments, instructions, and direction from Supervisor.

**DynCorp International – Ali Al Salem, Kuwait July 2010 – February 2012**

**Movement Control Team Senior**

* Planned, directed and coordinated the movement of over 68,000 redeployment personnel and contractors every month as well as cargo, materials, equipment, and vehicles via air, rail and ground.
* Managed budgets for operation, training, and repair of major equipment without overspending while ensuring adequate assets and supplies to accomplish the task.
* Maintain daily aircraft arrival/departure schedule; ensure accurate interpretation of schedules, and timely processing and delivery of passengers through Gateway Tracking System (GTS), Global Air Transportation Execution System (GATES) and Global Decision Support System (GDSS2)Responsible for receiving, validating and manifesting over 70,000 redeployment personnel back into theater monthly.
* Developed and analyzed logistics plans.
* Monitor Air Terminal Operations Center (ATOC) and Global Air Transportation Execution System (GATES) flight information throughout shift for schedule change
* Coordinate with military to ensure desired logistics objectives, priorities, and schedules are met and communicated to management.
* Receive and interpret daily aircraft departures and arrival schedules.
* Monitoring of Hard Fragmentation Orders (FRAGOS) to obtain and verify space blocked personnel and schedules.
* Processed daily situation reports (SITREPS) to headquarters
* Maintain interface with Theater Aerial Ports, CDDOC, and Air Mobility Division (AMD).

**Kellogg Brown & Root – Balad, Iraq Feb 2006 – Oct 2009**

**Movement Control Team Coordinator**

* Maintained daily aircraft arrival/departure schedule; ensured accurate interpretation of schedules and timely processing and delivery of passengers; to include the proper documentation required for daily report.
* Ensured all equipment was properly accounted for and maintained in an operational manner.
* Coordinated with military to ensure desired logistics objectives, priorities, and schedules were met and communicated to management. Received and interpreted daily aircraft departures and arrival schedules.
* Monitored Air Terminal Operations Center (ATOC) and Global Air Transportation Execution System (GATES) flight information throughout shift for schedule change.
* Units with deployment and redeployment operations, to include preparation/reviewing of required documentation.
* Performed convoy marshaling staging duties and functions; operated designated container yards and managed the Theater Container Database; process passengers for on-ward movement/redeployment by air or land.
* Provided Positive In-Bound Clearances on movements to Movement Control Battalion (MCB).
* Used multiband radios to communicate with the military for incoming aircraft, as well as handheld radios for staff communication.

**United States Army** **Sep 1996- Dec 2003**

**Motor Transport Operator/Supply Specialist**

* Operated all wheeled vehicles and equipment over varied terrain in support of combat operations.
* Prepared all Transportation Control and Movement Documents (TCMD) and other documentation required to process and book container through the Integrated Booking System (IBS).
* Provided security for personnel during convoy operations
* Responsible for tracking unit equipment as well as accountability in planning.
* Requisitioned and maintained inventories and of materials and supplies necessary to meet production demands.

**Education**

**Saint Leo University, Atlanta, GA, - Criminal Justice/Homeland Security- BS expected June 2018**

**Class A CDL License**

**Current Medical DOT Physical/Card**