

Clarence Carpenter

Greater St. Louis

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SECURITY CLEARANCE

Operations Manager

Customer Support - Employee Supervision - Budget Coordination

PROFESSIONAL SUMMARY

A dedicated leader and manager with more than 10 years' experience as supervisor, project manager, planner, trainer, and customer support. Possesses the ability to estimate and account for budgets, forecast equipment needs, and communicate with users at all levels of technical knowledge. Builds teams and focuses efforts towards the organizational strategic vision.

EXPERIENCE:

LAUNCHCODE SOFTWARE DEVELOPMENT PROGRAM, Saint Louis, MO

(Nov 18 – Apr 19)

- Developed projects using Python, Java, HTML/CSS and SQL programming languages
- Knowledgeable using development tools including Visual Studio Code, IntelliJ, MAMP, and Github,

SAWDEY SOLUTION SERVICES, O'Fallon, IL

Business and Finance Analyst Journeyman - (Contracted Position, Apr 18 – Sep 18)

- Monitored and tracked financial transactions for United States Air Force Air Mobility Command's Communications and Information Technology division
- Imported financial transactions from Excel balance sheets into MS Access; provided leadership with a real-time statistical view of contract data and actual expenditures
- Coordinated with team members, clarified contract and balance sheet discrepancies, provided additional layer of checks and balances

UNITED STATES AIR FORCE, Scott Air Force Base, IL

Operations Manager - (Sep 12 – Feb 18)

- Oversaw 9 work-centers including operations, finance, audio/video, computer information systems, training, safety, administrative support functions, transportation, and supply departments with over \$3 million dollars in equipment; prepared and executed \$700,000-dollar annual budget
- Served as conduit between unit Commander, Functional Manager, and members on administrative duties effecting organization
- Coordinated with leaders across the Air Force to re-write and implement job descriptions for 17 positions; wrote recruitment standards, progression requirements, organizational standard operating procedures, and ensured the training and preparation of unit personnel
- Planned special projects and guided the organization towards leadership's strategic global vision

Ramstein Air Base, Germany

Director of Operations - (Mar 11 – Aug 12)

- Planned and monitored 670 priority events for Ambassadors and military leaders throughout Europe, Africa and Central Asia supporting the U.S. military and State department goals. Delivered U.S Air Force strategic global messages to 692K people live and 1.43B people on social media
- Planned and executed a \$650K travel budget for 47-member organization; cut previous year's costs by 15%
- Managed 17-member section; controlled operations, transport of 46 members and 6 sub-groups; coordinated with embassies and military units to identify program locations and space requirements

Sembach Air Base, Germany

Performance Team & Logistics Manager - (Dec 10 – Aug 11)

- Led 14-member ensemble in support of initiatives by the U.S. Commander in Europe and Africa. Led 29 events designed to build partnerships with critically important strategic nations
- Countered real-world threat emergency guiding organization through government vehicle travel restrictions. Saved 6 events, ensured trust in U.S. with European civic leaders
- Headed 5-member transportation shop; controlled \$153K budget, processed country clearances for 47 members; acquired 4 new vehicles, managed 65 missions and cut annual budget costs \$3.6K

Employee Liaison Manager - (Aug 08 – Dec 10)

- Provided care for 47 members and families on issues dealing with finances, personal problems, and mental health; designed programs supporting unit morale and readiness
- Guided members with legal, equal opportunity, and health related issues to appropriate agencies
- Led DoD initiatives for the prevention of sexual assault, alcohol and drug abuse, and suicide

Langley Air Force Base, VA

Human Relations Section Chief - (Aug 05 – Aug 08)

- Managed evaluations, recognition programs, pay issues, and vacation for 75 people
- Safety Manager - Implemented anti-terrorism measures; aided in thwarting real-world threats
- Unit Security Manager - Developed system for sensitive electronic information storage
- Records Manager - Updated obsolete records system, created new electronic database
- Government Travel Card Program Coordinator - Managed visa purchases for 60-member division

KEY QUALIFICATIONS

- Extensive experience briefing large and small groups
- Proficient in Python, Java, HTML, SQL, MS Office, MS Access, Apple OS

EDUCATION

- MBA – (In Progress, May 2021), Webster University
- BA Liberal Arts/Music, Florida State University
- Software Development Program – LaunchCode