

ASSISTANT OPERATIONS MANAGER

Summary

Seasoned logistics professional with expertise in managing complex supply chains, controlling multimillion-dollar inventories, and overseeing procurement to optimize pricing and service quality. Define benchmarks and evaluate key performance indicators through routine reporting. Liaise with stakeholders to forecast resource and budget needs, lead vendor sourcing and management, and ensure consistent alignment with overall goals. Motivate and empower teams of direct and indirect reports across purchasing, shipping, receiving, warehousing, and other areas.

Highlights

- Strategic Planning & Execution
- Key Performance Indicators (KPIs)
- Budget Forecasting & Management
- Contract Negotiation & Administration
- Executive Influencing & Advising
- Supplier Sourcing & Evaluation
- Non-inventory Product Management
- Quality Control / Quality Assurance
- Resource Allocation & Management
- Cross-functional Collaboration

Experience

Shamrock Foods Fort Collins , CO ASSISTANT OPERATIONS MANAGER 02/2014 to 06/2016

- Managed seven direct reports and oversaw elite \$21M training program.
- Interfaced with senior leadership to provide advice and guidance on long- and short-range plans, training calendars, and logistical coordination of 224-member multidisciplinary team.
- Evaluated staff performance to ensure timely completion of reports and other activities.
- Performed quality control and maintained program alignment with applicable regulations and priorities.
- Selected accomplishments: Lauded for willingness to take on additional responsibilities to ensure equitable distribution of workloads while mentoring junior team members to facilitate career advancement.
- Achieved 100% compliance with annual training requirements and employment policies / regulations.
- Met regularly with higher managers to provide insightful guidance and expert advice regarding program operations and logistics.
- Collaborated on efforts to refine and streamline multiple operational processes and systems.

Ecolab Inc. Chillicothe , OH LOGISTICS MANAGER 12/2011 to 02/2014

- Directed, steered, and advised on complex logistics planning, coordination, and execution in a high-tempo environment.
- Accountable for \$48M in procurement, including contracts, purchase requests, and requisitions.
- Administered budget and assisted in annual forecasting and planning process.
- Provided supervision to ensure compliance with logistics and supply procedures, record keeping, and best practices; conducted regular audits to identify deficiencies.
- Oversaw receipt, issuance, and maintenance of 150 vehicles.
- Selected accomplishments: Defined formal acquisition plan and baseline requirements for newly established operations supporting training programs in multiple states; ensured timely and accurate staffing and provisioning.
- Quickly mastered specialized knowledge and earned recognition as top leader demonstrating sound judgment and outstanding interpersonal skills.
- Maintained 100% accuracy for \$8M+ inventory of mission-critical supplies and equipment distributed across nine locations.
- Provided vital leadership and guidance resulting in commendable and passing ratings on first-ever inspections.

General Physics Corporation Rhode Island , TX OPERATIONS MANAGER 12/2009 to 12/2011

- Oversaw management, training, and performance of 90+ individuals across the hierarchy.
- Held accountability for \$9.3M in equipment and vehicles.
- Monitored implementation and execution of family support systems.
- Selected to lead Crisis Response Battalion.
- Selected accomplishments: Directed and facilitated logistical planning and execution for distribution of equipment and supplies to global locations.
- Spearheaded development of key policies and procedures and launched training plan resulting in improved deployment readiness and performance.
- Provided logistics support for 3K personnel and contracts during deployment to Iraq; coordinated turn-in of 1K pieces of equipment during drawdown operations.

Air Liquide Anacortes , WA LOGISTICS SUPERVISOR 05/2008 to 12/2009

- Planned, coordinated, and delivered logistical support.
- Managed \$25M budget and \$550M+ in inventory.
- Advised on maintenance program funding and supply issues.
- Supervised seven direct reports.

- Selected accomplishments: Expertly prepared, managed, and closed 200+ contracts valued at \$6M+, coordinated deployment of 3K individuals to five locations, and provided facilities management for 43 buildings.
- Stepped up to serve as Logistics Manager to maintain continuity and consistency during absences.
- Devised and implemented area workflow program to ensure efficiency and productivity.
- Prior experience as Distribution Supervisor and Maintenance Supervisor with the United States Army.

Education

Master of Arts : Procurement and Acquisition Management WEBSTER UNIVERSITY , City , State GPA: GPA: 3.6 Procurement and Acquisition Management GPA: 3.6

Bachelor of Arts : Political Science JOHNSON C. SMITH UNIVERSITY , City , State Political Science

Professional Development Demonstrated Senior Logistician Fiscal Law Contracting Officer's Representative (COR) Fundamentals of Systems Acquisition Management Combined Logistics Officer Advanced Course Six Sigma Green Belt .continued.

Skills

streamline, Army, Budget, interpersonal skills, contracts, Contract Negotiation, facilities management, Forecasting, functional, inventory, leadership, Law, Logistics, Logistics Manager, mentoring, personnel, policies, processes, procurement, Product Management, Quality Control, Quality Assurance, record keeping, Six Sigma, sound, staffing, Strategic Planning, Supervisor, supervision, training programs, workflow