

Leotis M. Fields

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Logistics & Transportation Management

*Logistics Planning & Coordination / Transportation Support / Supply Chain Management
Team Building & Leadership / Vehicle Fleet Management / Process Improvement*

Team-focused, solutions-driven professional with over 13 years of progressively responsible experience directing logistical operations, transportation, and warehouse delivery functions in domestic and international environments. Inspirational change leader with proven success in training, supervising, and evaluating team members while promoting staff development and preparation for higher levels of responsibility.

Consistent track record of ensuring on-time equipment and supply deliveries, providing 100% vehicle availability, and maintaining superior standards of customer service and satisfaction. History of achieving maximum safety and security of passengers while preventing accidents, incidents, and cargo damage.

Areas of Expertise:

<ul style="list-style-type: none">• Policy & Procedure Implementation• Budget Planning & Execution• Property & Asset Management• Shipping, Receiving & Distribution• Transportation & Dispatch Operations	<ul style="list-style-type: none">• Hazardous Materials Control• Human Resource (HR) Support• Staff Training & Supervision• Safety & Security Leadership• Client & Customer Relationships
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Professional Experience

Old Chicago Pizza and Taproom – Columbia, SC

Bartender (Month/2015 to Present)

Greet customers in a courteous and professional manner. Promote menu items and daily specials. Take orders and prepare signature drinks in accordance with company recipes. Process sales transactions and collect cash and credit payments. Train new servers and bartenders on policies, procedures, and new product information.

United States Air Force – Las Vegas, NV

Manager, Vehicle Operations Control Center (10/2011 to 1/2015)

Leveraged 13+ year Air Force tenure to serve in most recent role directing logistical operations and transportation in support of the world's most realistic Air War live-fly exercises.

Efficiently orchestrated transportation and logistics support for operations across the U.S., Canada, and Iraq. Supervised Vehicle Operations department with 97 personnel and managed 162-vehicle fleet valued at \$12.3 million. Oversaw warehouse delivery functions for shipment of 2.2 million critical supply items to key customers. Directed delivery of parts and supplies to 11 supply operations shops and six aircraft parts stores.

Selected Contributions:

- Consistently **ensured timely delivery of supplies and equipment** including high-priority issue, hazardous materials (HAZMAT), bench stock, and routine items.
- **Supported 4,000 training exercises** by leading cargo operations and **transporting 218,000 tons of freight** over 28,000 miles.
- Successfully planned and coordinated transportation for **20,000 people, 1,800 tons of cargo, and 73 aircraft** for major single event.

- Set up and executed first-ever Air Force Chief of Staff's Civilian **Leader's Conference for 24 managers and supervisors** throughout the U.S.

United States Air Force – Fort Meade, MD

Transportation Supervisor / Lead Dispatcher (10/2005 to 10/2011)

Expertly planned, organized, and coordinated transportation for distinguished persons and high ranking executive leaders visiting National Security Agency (NSA). Directed and supervised Vehicle Operations department with 10 team members while managing 34-vehicle fleet valued at \$690,000. Arranged and facilitated job skill and upgrade training for newly assigned personnel. Conducted dispatch operations by planning and scheduling vehicle resources to meet transportation support requirements. Held full responsibility for safe operation of 25 general and special purpose vehicles. Transported and assisted in loading and unloading of passengers and cargo.

Selected Contributions:

- Ensured **100% availability of all vehicles** through meticulous performance of preventive maintenance.
- Accomplished superior **98% customer support rate** while screening and prioritizing **over 2,000 transportation requests**.
- Entrusted to manage Government **vehicle licensing and certification program** for 2,800 employees.
- Selected to hold additional responsibilities as **Physical Training Manager, Building Manager, Safety Monitor**, and Exercise Evaluation Team Member.

United States Air Force – Spangdahlem, Germany and Abilene, TX

Vehicle Operator (7/2001 to 10/2005)

Operated general and special purpose passenger and cargo vehicles including 29- and 44-passenger buses, 10K forklifts, rollback wrecker, and 1.5 ton stake and platform trucks. Conducted daily operator maintenance and asset servicing functions for fleets of up to 158 vehicles and values as high as \$11 million. Provided logistics planning and support for personnel and cargo throughout Germany ('03 to '05) and Texas ('01 to '03).

Selected Contributions:

- Successfully maintained **safety and security of passengers** while **preventing cargo damage**.
- Entrusted to manage Government **vehicle licensing and certification program** for 2,800 employees.

Education and Credentials

Bachelor of Arts in Human Resources Management, 12 Credits to Complete
University of Maryland University College – Adelphi, MD

Associate in Applied Science in Logistics, 2012
Community College of the Air Force – Montgomery, AL

Additional Professional Development

Dispatcher Training, U.S. Air Force ~ Airman Leadership School, U.S. Air Force ~ Police Driving Course, Las Vegas Police Academy ~ Airfield Driving Course, U.S. Air Force

Certifications

Department of Defense Secret Security Clearance ~ CPR and AED Certifications ~ Certified Combat Life Saver