

Frank Manager

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SUMMARY PROFILE

- Results-oriented manager with over 20 years experience in operations management and logistics.
- Experience with all aspects of operations including budget management up to \$1.2 million.
- Proven track record of directing logistics for multi-million dollar projects while streamlining organizational processes.
- Proficient in a variety of military and commercial supply management software.
- Visionary leader with experience managing and mentoring cross-functional teams.
- Possess active Top Secret security clearance.

Core Competencies

Leadership

Logistics

Project Management

Team Building

Risk Management

Inventory Control Processes

Budget Management

Quality Assurance

Cost Analysis

PROFESSIONAL EXPERIENCE

UNITED STATES NAVY (1990- 2010)

Logistics Manager (2008-2010)

- Directed twenty-member department providing \$30 million in supplies to Navy SEALs.
- Oversaw all transportation operations to local and overseas locations
- Streamlined internal processes that increased our delivery speed by 30%.
- Authorized all shipments and oversaw all the tracking of all transported supplies.
- Provided customer service to four military commands and twenty civilian agencies.
- Accountable for \$20 million in vehicles and equipment and oversaw all vehicle maintenance.
- Trained over thirty staff members on the use of supply management software.

Operations Manager (2005- 2008)

- Directed planning and operations for 100 military staff across six functional area divisions.
- Oversaw daily operations in cooperation with senior management from multiple departments.
- Generated and presented monthly reports on all operational activities using video teleconferencing.
- Received commendations for inventory inspection with 100% accuracy rating.
- Reorganized operations teams to maximize performance and reduced operational costs by 15%.
- Earned Top-Performance Achievement Award for staff productivity.

Assistant Operations Manager (2000-2005)

- Oversaw 35-member team and coordinated daily department operations.
- Compiled, analyzed and presented data critical to strategic planning.
- Trained and monitored all staff on safety and security procedures.
- Effectively led a diverse team in managing \$10 in equipment and supplies.
- Communicated all operations needs to senior management and consistently met all deadlines.
- Spearheaded the implementation of new operation management technologies.
- Performed all quality assurance checks for material shipments and equipment returns.

Assistant Logistics Officer (1997-2000)

- Provided logistical support to over twelve military commands on the west coast.
- Successfully identified and resolved inventory issues resulting in a 10% reduction in costs.
- Authored multiple process changes that streamlined delivery operations.
- Created new equipment maintenance check points that reduced costs by \$3,000 and increased overall efficiency.
- Generated monthly cost analysis reports and made recommendations for improvements.

Operations Coordinator (1994-1997)

- Coordinated all travel arrangements for twenty-member staff and handled all travel claims.
- Assured proper authorization for all travel and equipment shipments.
- Assisted with tracking and management of \$1 million in equipment, weapons and supplies.
- Averaged 98% inventory accuracy level for three years.
- Authored seven policy changes that were initiated by senior management.
- Earned multiple Navy achievement medals for performance and dedication.

EDUCATION AND TRAINING

Bachelor of Science in Business Administration (1990) Penn State University, State College, PA

Professional Development

Contract Management, Leadership and Strategic Analysis Courses

Technical Proficiencies

Microsoft Office (Word, PowerPoint, Excel, Outlook and Access)