

SUPERINTENDENT II

Summary

Solutions-focused, versatile management professional offering a comprehensive background supporting U.S. military operations in roles of increasing responsibility during a 20-year career in the US NAVY. Effective communicator who quickly masters new roles and technologies to achieve positive results.

Highlights

Microsoft Office Suite (Word, Excel, Outlook, Project); - -Ability to speak effectively before others in and outside the organization

Accomplishments

Received Global War on Terrorism Service Medal.Maintained 100% accountability of a large section of equipment worth over \$6 Million during multiple overseas deployments.

Personally responsible for over \$10 million of command equipment with no deficiencies, losses or damages.

Experience

Superintendent II

November 2010 to October 2015 Company Name i¼ City , State

- Initiator in Safety, and ensures team compliance with all Company and OSHA regulated safety requirements and standards.
- Utilize and ensures compliance with the Project Planning Policy per direction of Assigned Program Manager.
- Communicate contract requirements, specifications and customer expectations to all departments to ensure incorporation into the Project plan.
- Analyze schedule information providing progress and forecasts to Management; Identifies variances to project plan that may need immediate Management attention.
- Identify and obtains written approval for contract change orders.
- Develop and implement project/production schedules and other resource planning documents.
- Disseminate work packages and work authorizations, prints and other pertinent project information.
- Plan, organize, and coordinate resources as a delegate of the projects Program Manager within all phases of ship repair, conversion, and fabrication.
- Monitor and verify job progress and expenditures.
- Interface with Supply Chain, Estimating, Quality Assurance, and Crafts to ensure work is accomplished in accordance with the Project Plan.
- Act as liaison between owners, crafts and other regulatory bodies.
- Initiate and build collaborative professional relationships with internal and external customers.

Aviation Ordnanceman First Class

March 2003 to April 2006 Company Name i¼ City , State

- 40 hours per Week; Materials Handler; \$40,000 per Annum; last promoted 12/2006; permanent employee; not on a temporary promotion; Navy Munitions Command CONUS East Division, 255 Ironmonger Road Norfolk VA 23511; Fletcher Saffell , (757)443-0827 ; may contact supervisor.
- Managed and trained 55 personnel in all aspects of ordnance operation, receipt, issue, stowage, loading, downloading, transship and inventory control of all material handing operation in a safe, efficient and cost effective environment.
- Excellent planner and organizer: Directly responsible for the safe upload and download of 200 trucks, three Battle Groups and two Amphibious Groups with over 10,000 ton of ordnance per week in support of Operations.
- The catalyst behind the wall to wall inventory of 43 magazines containing over 500 line items of ammunition material, managing the documentation and correction of all discrepancies for the inventory sampling program.
- In charge of 10 high risk magazines, received zero discrepancies in the 2005 Explosive Safety Inspection.
- Unparalleled professional knowledge and management skills: Instrumental in the command re-organization and standup of new Ordnance Handling Department.
- Manage and train 110 personnel in the handling, issuing and transshipment of ammunition material.
- Serve as Transport Management Assistant with emphasis on ensuring that all incoming and outgoing material was accounted for.
- Also, verified that all proper papers and documentation was processed for shipment or general cargo and code on government bills of landing (GBL), commercial bills of landing (CBL) or manifests.
- Unitize, palletize, package, marks and labels in accordance with standard safety, material movement and packing procedures and requirements have met in preparation for final inspection.
- Provided all request support for all branches of military and Department of Defense personnel.

Aviation Ordnanceman First Class

April 1999 to May 2004 Company Name i¼ City , State

- 40 hours per Week; Aviation Ordnance man; \$40,000 per Annum; last promoted Not Specified; permanent employee; not on a temporary promotion; USS DWIGHT D.
- EISENHOWER, MICHEAL WATTS , UNKNOWN ; may contact supervisor.
- Directly supervised over 8 personnel in the breakout, strike up, and stowage of conventional forward firing and precision guided weapons resulting in 100 percent mission success.

- Efficiently pre-staged, assembled, dissembled and transferred over 300,000 pounds of ammunition and 19 air-to air missiles.
- Updated MAPA C daily for inventory and accountability of ordnance materials used in preparation to support ships and squadrons daily flight schedule.
- Conducted weekly tag-out audits over 200 danger tags and assisted managing ship's force work permits and work packages.
- Trained and qualified over 200 shipboard personnel to properly operate the 9m pistol, 12 gauge shotguns, M-14, M-16 rifle and the M-60 machine gun in support of increased shipboard security measures.

March 1996 to April 1999

- 40 hours per Week; Aviation Ordnance man; \$30,000 per Annum; last promoted Not Specified; permanent employee; not on a temporary promotion; Navy munitions Command CONUS East Division , 255 Ironmonger Road Norfolk Va.
- 23511; Carol Green , (757)443-0800 ; may contact supervisor.
- Transship and inventory control of all material handing operation in a safe, efficient and cost effective environment.
- Excellent planner and organizer: Directly responsible for the safe upload and download of 200 trucks, three Battle Groups and two Amphibious Groups with over 10,000 ton of ordnance per week in support of Operations.
- The catalyst behind the wall to wall inventory of 43 magazines containing over 500 line items of ammunition material, managing the documentation and correction of all discrepancies for the inventory sampling program.
- In charge of 10 high risk magazines.
- Semi-Tractor trailer driver in support of over 5 different line items to/from tenant commands worth over \$200 million.
- Also, verified that all proper papers and documentation was processed for shipment or general cargo and code on government bills of landing (GBL), commercial bills of landing (CBL) or manifests.
- Unitize, palletize, package, marks and labels in accordance with standard safety, material movement and packing procedures and requirements have met in preparation for final inspection.
- Provided all request support for all branches of military and Department of Defense personnel.

Education

High School Diploma : Air Conditioning and Refrigerant , 1990 Georgetown High School 1¼ City , State GPA: GPA: 3.5 Air Conditioning and Refrigerant GPA: 3.5 Semester Hours

Professional Affiliations

Safety Programs Afloat #A-493-2099 NEC Norfolk 10-07 Forklift #J-690-0068 Semi Tractor Driver 26001 LBS and UP 03-06 Magazine Sprinkler Operator & Maintenance CIN(K-041-2048)03-95 SSET (K-830-2213) Shipboard Air Launched Weapons Supervisors (C-646-3103) PROFESSIONAL RATINGS, AWARDS, AND RECOGNITIONS None Specified

Skills

accounting, blueprint, budgeting, budgets, business correspondence, C, Computer knowledge, conversion, draw, clients, customer satisfaction, direction, documentation, Estimating, firing, government, government regulations, Inspection, inventory, inventory control, management skills, managing, Materials, Excel, Microsoft Office Suite, Outlook, Word, weapons, Navy, organizer, personnel, progress, Project Planning, promotion, Quality Assurance, read, Safety, supervisor, Supply Chain, written