

SUMMARY

A committed and loyal public servant with experience in sales, operations, management, and military command. Seeking a demanding and stimulating governmental position where proven leadership and managerial expertise will increase the department's production, lower operational costs, provide our citizen's outstanding customer service, and ensure the safety of our team.

- EXPERIENCE
- Division Manager Logistics
- US Army - Active Duty 2022 - 2023 Middle East
- Operation Enduring Freedom - Spartan Shield
- Served as the Country Container Authority at the Operational Command Post. Oversaw the procurement, receipt, accountability, inspection, repair, and shipment of 39,614 DOD-owned and leased intermodal containers in CENTCOM.
 - Coordinated and synchronized 4 sustainment brigades in container functions.
 - Travel to Host Nations (Iraq, Jordan, and KSA) to collaborate with contractors and military personnel to recoup abandoned containers and forecast end-user demand to minimize unnecessary budget expenditure.

- Government Liaison
- US Army - Active Duty 2020 - 2022 Ft. Hood, Texas
- Operation Enduring Freedom CONUS Support
- Advised and assisted deploying units with administrative functions to ensure readiness was met prior to the unit's departure to the battlefield. Coordinated the reception, staging, onward movement, and integration (RSOI) for 913 units consisting of 43,618 Soldiers.
 - Selected to serve as the Task Force Battle Captain in response to COVID-19 mitigation efforts, providing life-support functions such as meals, amenities, and billeting for 3,000 personnel.
 - Served as the Chairman of the Quality-of-Life Initiative and increased physical and social activities at North Ft. Hood to enhance the well-being of deploying Soldiers. Improved morale by creating programs in conjunction with USO and other NGO.
 - Briefed U.S. Congressman Williams from Texas' 25th District about quality-of-life projects.

- Assistant Superintendent
- City of Houston 2016 - Present Houston, Texas
- Parks & Recreation Department
- Consistent "Exceptional" yearly appraisal rating due to servant leadership, coaching, and employee empowerment. Plans, organizes, administers, monitors and reviews crew's productivity.
 - Manage 2 out of 14 trades (graffiti abatement & fence repair). Leading the division's efficiency rating with 61%.
 - Oversee 2 contractors for routine and special projects with fiscal expenditures totaling \$1,200,000.
 - Serves as the CityWorks Administrator. Track work orders, labor, equipment, and material costs for the FMD division. Develops a monthly directorate dashboard of various operational metrics for KPI comparison.
 - Convert raw operational data from 64 employees, 14 trades, and 1,064 (avg) monthly work orders into WO per council district, throughput per 8 hrs, average days per WO, cost per hour, employee efficiency, FTE, and yearly totals.

SOFT & TECHNICAL SKILLS

Stakeholder Management

Leadership

Active Listening

Strategic and Critical Thinking

Collaboration and Diplomacy

Problem Solving and Creativity

Time Management

Interpersonal and Presentation Ability

Microsoft Office Suite

Technical Writing

Logistics & Supply Chain

Project Management

SAP

Cityworks

CERTIFICATION & COURSES

Certified Public Manager (CPM), 2018

University of Houston. Three-hundred hours of study with the primary goal to improve the performance of public sector managers and the organizational performance of local, state, and federal governments.

Leadership Institute Program (LIP), 2019

City of Houston.

Project Management Professional (PMP) Course, 2023

Texas A&M Texarkana. Pending PMI Certification. National certification with a focus on developing action plans, managing and collaborating with various teams, sustaining systems and processes, establishing and meeting priorities, and ensuring the close out of professional projects.

Observer, Controller, & Trainer (OC/T), 2023

US Army. Certified to train and monitor the performance of military leaders and units through analysis and constructive feedback.



EXPERIENCE

Company Commander

US Army 2013 - 2015 Houston, Texas

Logistics Unit - US Army Reserves

- Responsible for the accountability and administration of payroll, safety, training, and equipment of 136 personnel.
- Direct oversight of the unit's personnel working in the SSA (Supply Support Activity facility) where materials, equipment, supplies, and consumables are handles and stored.
- Duties included strategic planning, leadership development, regulatory compliance, risk management, training management, budgetary forecasting, and customer engagement. Trained, supervised, motivated, advised, and evaluated 5 Lieutenants (Sr. Superintendents). Met with staff to identify and resolve problems; assigned tasks.
- Increased production and readiness from 14% to 62% by the 4th quarter of FY14; 83% by 4th quarter FY15.

Business Development Manager

Bless Oilfield Services 2011 - 2016 Houston, Texas

Oilfield Services & NDT Inspection

- Worked closely with owner and various stakeholders to ensure tactical and operational activities were aligned with strategic vision.
- Oversaw daily functions to include sales, invoicing, marketing, procurement, logistics, and operations of energy and oilfield services.
- Implemented an ERP system to streamline integration of all business processes and sub-processes into a single unified structure. Worked closely with clients, vendors, and suppliers in the upstream, midstream, and downstream energy supply-chain with great success.

Senior Contract Compliance Officer

City of Houston 2009 - 2011 Houston, Texas

Houston Airport System (HAS)

- Interacted with City contractors, vendors, and/ or service suppliers to monitor compliance with contract regulations. Responsible for overseeing and inspecting New South Parking's daily operation to ensure a high quality of customer service and maximum revenue for the Department. The contract generated over \$27 million dollars in gross revenue annually.
- Conducted daily observations and quarterly audits resulting in 3 safety violations and 1 contract employee being terminated for unsanitary performance.

Payroll Supervisor

City of Houston 2008 - 2009 Houston, Texas

Houston Airport System (HAS)

- Scheduled, trained, and evaluated 4 clerical employees.
- Conducted payroll preparation for 630 city employees.
- Assisted in department budget preparation, financial analysis, and monitoring utilizing programs and tools such as Form 5, Staffing Spreadsheet, and Vacancy Report.

EDUCATION

Ph.D. Public Administration

Liberty University

2022 - Present Lynchburg, VA

- Quantitative and qualitative research on finance, budgeting, urban planning, organizational leadership, intergovernmental relationships, information management, and ethics.

Master of Business Administration

Texas Woman's University

2006 - 2008 Denton, Texas

INDUSTRY EXPERTISE

Communication & Conflict Resolution

Decision Making Process & Problem Solving