

**OBJECTIVE**

Seeking to contribute my experience, analytical and management skills in a Logistics and Supply Chain Management role.

**CAREER OVERVIEW**

30+ years of experience serving in maintenance and supply logistic roles, functioning as Asset Manager, IT Planner, Low Voltage Systems Specialist, Supply Analyst, Business Process Analyst and Project Manager. Responsible for planning, executing and finalizing various projects based on stated objectives – including planning, acquisition and construction of complex networks and data centers. Held leadership and subordinate positions on various projects to implement or maintain Information Technology Asset Management (ITAM), Enterprise Asset Management (EAM) and Enterprise Resource Planning (ERP) systems. Played a key role in the fields of Information Technology, Information Management Planning, IT Asset and Inventory Management and Initial Outfitting and Transition projects.

**PROFESSIONAL QUALIFICATIONS**

- ♦ IT Network/Systems Planner
- ♦ IT Asset Manager
- ♦ Project Manager
- ♦ Business Process Analyst
- ♦ Logistics Analyst

**SPECIALIZED SKILLS**

- ♦ Technology Management
- ♦ People Management
- ♦ Warehouse Management
- ♦ Supply Chain Logistics
- ♦ Control Management

**SOFTWARE PROFICIENCIES**

- ♦ Word
- ♦ Excel
- ♦ Project
- ♦ Visio
- ♦ Access
- ♦ Maximo
- ♦ Remedy
- ♦ CHSS
- ♦ SQL
- ♦ Oracle

**PROFESSIONAL EXPERIENCE**

**Advantech Inc, Annapolis, Maryland**  
**IM/IT Planner, Coordinator**

**April 2016 – June 2021**

Manages and coordinates the planning, acquisition, installation and transition of medical and non-medical IT equipment for the initial outfitting and transition operations for U.S. Army Medical Research Institute of Infectious Diseases (USAMRIID), Fort Bliss, Fort Irwin hospitals and Multiple VA clinics. Manages the assembly, installation, technical inspection, testing and training for the equipment (existing and/or new) and systems. install, monitor and maintain sound and video equipment, including cameras, speakers, microphones, video monitors and projection screens. Provides transition and relocation planning and execution for reuse assets.

- ♦ Manages 1,875 line items totaling 18,800 IT equipment and IT related medical assets.
- ♦ Gather technical requirements and specifications for IT Assets for multiple VA clinics and Army Hospitals.
- ♦ Established procedures for Life Cycle Management and Logistics activities.

**Insight Global, Richmond Virginia**  
**Asset Manager/Inventory Specialist, Serco/VDOT**

**March 2015 – December 2016**

Managed the Virginia Department of Transportation's assets and inventory for five Transportation Operation Centers across the state. Managed the Safety Service Patrol inventory and stock levels. Ensured efficient delivery of products and services for the client. Expertise and work efforts were focused on the analysis of the customer's business goals, objectives, needs and the general business environment to solve logistical problems. Developed and implemented client's logistical policies and procedures.

- ♦ Managed \$4.2 million inventory consisting of 40,000 assets and 3,500 inventory line items
- ♦ Successfully transitioned all assets within 3 months after others have tried for 2 years
- ♦ Improved data collection and reporting processes to achieve 100% accuracy each month

**Peak Systems Inc., Richmond Virginia****April 2013 – November 2013****Refresh Technician**

Provided inventory, refresh, deployment and disposal of desktops, laptops, mobile devices and associated peripherals for WellPoint Inc. Singularly responsible for one building where I deployed 2,100 assets within the 8-month contract.

- ◆ Managed 5,000 assets, valued at \$60K, during the process of replacing 2,100
- ◆ Replaced all the server room components with minimal disruption to on-going activities
- ◆ Improved the installation and testing processes which made deployment faster

**JES Technical Solutions, Chester Virginia****April 2012 – March 2015****Owner, Senior Technician**

Provided technical support serving home and medium and small business PC and MAC users. Responsibilities include all aspect of technical support by maintaining, analyzing, troubleshooting, and repairing computer systems, hardware, and computer peripherals. Responsible for maintaining detailed records on supported customers.

- ◆ Managed over 200 customers including 23 small businesses
- ◆ Planned and updated 2 hospital server rooms and Com Closets to replace antiquated equipment
- ◆ Managed the installation and maintenance of security systems for 5 Hospitals and 8 Businesses

**Evolver Inc., Reston Virginia****April 2009 to April 2012****IT Asset Manager**

Managed hardware, spare parts and software for multiple Government agencies. Accountable for compliance with internal policies and vendor contracts for procurement, deployment, maintenance, repairs, and disposal. Played a key role in a unique project which managed the full lifecycle implementation of an IT Asset Management System (Maximo). Procured IT assets by leasing them from various vendors, bringing the organization from zero to 15,000 assets. Managed the assets during the project to accomplish the organization's main objective. Disposed of all the assets by returning them to the leasing companies or disposal by direct sale.

- ◆ Planned and built four Data Centers and computer networks for the US Census Bureau 2010 census
- ◆ Established policies and procedures for inventory, configuration, cost, and locations
- ◆ Order, receive, stock, and deploy assets and update asset records in the ITAMS

**Innovative Logistics Techniques, Inc., McLean Virginia****February 1996 to April 2009****Project Manager**

Project Manager responsible and accountable for the managing projects directed toward strategic objectives for client. Managed the technology, people and changes in order to achieve goals, reach targets, and deliver projects on time and within budget. Managed client relationships through direct and formal reporting that complimented a respected and productive relationship. Drove projects by leading by example and motivating all concerned until the objectives and goals were met.

- ◆ Define business requirements to ensure the client received process improvements
- ◆ Initiated and planed projects by establishing format, direction and baselines
- ◆ Coordinated with clients to achieve goals, reach targets, solve problems, and mitigate risks

**U.S. Army, Various Locations****July 1979 to August 1994****Senior Logistics Manager**

Held various logistics positions in automotive maintenance, facility, IT, asset, and supply chain management.

**EDUCATION**

Central Texas College, Associate Degree, 1988