

PROFILE

Accomplished, result- oriented U.S. Marine Gunnery Sergeant and Equal Opportunity Representative (EEO) with over 20 years of progressively higher leadership and management experience ready to transfer versatile knowledge and skills to a career in the private sector. Proven success in the Aviation and Quality Assurance/ Management field, As well as handling staff and operational management.

SUMMARY OF QUALIFICATIONS

- Quality Assurance Representative
- Classified material handler
- Safe For Flight (Aircraft Logbooks)
- FAA Communications Endorsement
- Train the Trainer (Material Handling Equipment)
- Qualified Basic Instructor
- Aircraft Low Power Turn Qualification
- OSHA Authorized 30/ 10 Hour Outreach Instructor
- Forklift Operator certified
- Aircraft Final Checker

Security Clearance:

- Secret

Citizenship

- US Citizen

Veteran Status

- Disabled Veteran

Active Duty Dates

July 26, 1999- May 31,2020

Skills:

- Knowledge of and repair of electronic components
- Analyze electronic schematics, and troubleshoot electronics down to component level
- Exceptional ability to diagnose and repair systems under pressure and on a deadline
- Install and repair circuits and wiring,
- Maintain, test, adjust and repair electronics using various specialized electronic equipment
- Proficient in analyzing Organizational Safety Culture and assessing risk to onboard safe clients

- Fabricate, solder, and repair coaxial, twin axial, tri-axial and other connectors.
- Direct scheduled and unscheduled maintenance as needed to complete the mission
- Knowledgeable in Avionics Classic/ Bold
- Bilingual in Spanish and English
- Management, leadership and analytical skills

Training:

Corporal's Course "Leadership Course", Sergeants Course "Leadership Course", Career Course "Leadership Course" Basic Instructor's Course, Avionics Technician common core C1A1, F/A-18 Initial electronics system course, Naval Aviation Maintenance Logs and Records, F/A-18 Target/Laser Forward Looking Infrared System Organizational Maintenance, Work Center supervisor Course, Equal opportunity Representative Course. Lean Six Sigma Yellow Belt and Green Belt trained, Safety Program Manager Course.

Education:

Embry Riddle Aeronautical University

*Master of Aeronautical Science with specializations
In Human Factors and Aviation /Aerospace Safety*

March 2011- Present

Embry Riddle Aeronautical University

*Bachelors in Science Professional Aeronautics
With specialization in Business Management*

Graduated May 2007

Professional Experience:

Accurate Personnel LLC

Safety Manager (Internal Employee)

May 4, 2020- July 26, 2022

33 S. Roselle Rd Schaumburg, IL 60193

- Assessed risk and conducted safety evaluations at new client sites to ensure safe clients were onboarded per all local, state and federal guidelines including OSHA and the EPA. Utilized such tools at the Bureau of Labor statistics to find the DART and incident rates to be able determine if a partnership was viable and the proper markup was placed if a partnership was accomplished.
- Directly managed a Senior Safety Coordinator which was 100 % remote and a Safety Coordinator that was responsible for all safety matters for the Northwest Chicagoland area.
- Worked directly with the Workers Comp team and the CEO to review accidents incurred weekly to develop a plan to reduce cost by visiting clients where incidents happened and implement process improvement plans.
- Developed and implemented a Safety Policy handbook, COVID-19 Process and Procedures, Emergency Action Plans for our company and external clients.
- Trained 23 Branch Managers, 3 Area Managers and 2 Associate Directors on how to conduct Safety Evaluations of client sites in order to onboard safe clients.
- Certified to train on-site personnel to be Powered Industrial Truck operators and trainers. Trained over 100 operators and 25 on-site personnel
- Utilized trend analysis of accidents incurred, near misses and violations observed at several client locations nationwide to assist the on-site personnel in reducing injury count and workers comp cost.
- Headed a monthly safety committee comprised of 25 members throughout the country at several different branches where we trained on general safety topics and issues observed throughout the month. Was part of several client's Safety Committee where I was able to give input to better their processes.
- Traveled throughout the Chicago land area and Nationwide to visit VIP billing over 500k (100 clients) clients quarterly to strengthen client relations. Also ensured nothing changed in regards to safety of our associates or tasks being performed.

United States Marine Corps

Quality Assurance Division Chief

Jan 31, 2018- April 13, 2020

Marine Corps Air Station Beaufort South Carolina

- Ensured all members of the unit were conducting normal operations in a safe manner and all safety materials were being utilized. My attention to detail ensured the successful completion of a unit deployment with no injured Marines or major mishaps to Iwakuni, Japan.
- Received a score of 100% on an inspection (audit) conducted on the Maintenance Department as a whole by a higher echelon inspection team.
- Developed a comprehensive yearly schedule to audit 39 programs to ensure compliance with all pertinent source documents including the Naval Aviation Maintenance Program and safety directives.
- Met all OSHA requirements and adhered to the physical condition of the buildings and conducted annual training for the unit (180 personnel).
- As the Safety Program Manager received zero discrepancies during an audit performed on the Quality Assurance program.
- Spearheaded the acquisition of custom fit ear plugs and new safety equipment utilized by the unit.

[REDACTED]

- Monitored the Battery Safety Program and Electrostatic Discharge Program ensuring the programs were adhering to all safety measures
- Monitored the Technical Directive Program to ensure that over 2500 aircraft modifications were properly tracked and logged in the Aircraft Log Books.
- 40 hour work week.

Avionics Instructor (A-School) / O-Strand Division Chief

Aug 2014- Jan 2018

Naval Air Station Pensacola

- Provided leadership and military training to over 2500 Marines/Sailors with a training track of 2 months and an average of 20 to 30 students per class.
- Managed 15 instructors ensuring they graduated their classes on time and stayed on track with the Entry Level Training pipeline to meet annual Marine Corps retention goals .
- Taught basic electronics and basic electricity to entry level students before they attend their follow on school that specializes in the specific aircraft they will be working on.
- Taught basic system description of ;Radio Frequency Propagation, Radar, TACAN, Communication systems, Global Positioning System, Inertial Navigation Unit, Automatic Direction Finder System, Forward Looking Infrared System, Weapon Delivery System, Wire Bundle and Connector Repair.
- Provided students with the knowledge, encouragement and confidence needed in their military field and the beginning of their military career.
- 40 hour work week.

Maintenance Control Chief

Jan 1, 2012- Jul 15, 2014

Marine Corp Air Station Beaufort South Carolina

- Established Squadron long term and short term maintenance goals.
- Managed work load priorities of scheduled and unscheduled maintenance repairs to successfully complete 8,401 Maintenance Actions and 14,314 Maintenance Man-Hours.
- Meticulously screened and certified 13 assigned F/A-18 Aircraft Discrepancy Books (ADB) "Safe For Flight "ensuring 100% sortie completion rate in support of Enduring Freedom.
- Ensured aircraft combat capabilities and configuration satisfied aircrew training requirements in order to accomplish the planned daily flight schedule.
- Controlled and directed proper material, asset and support equipment necessary for daily squadron operations.
- 40 hour work week.

Avionics Division Chief (Workcenter Supervisor)

Aug 8, 2008- Jan 1, 2012

Marine Corp Air Station Beaufort South Carolina

- Supervise 25 Marines and manage the work load priorities of 14 assigned Marine F/A-18 aircraft.
- Communicated effectively with Maintenance Control to ensure proper maintenance actions were being taken in accordance with work priorities and unit mission.
- Troubleshoot on the spot and repaired the following: Radar, Communication, Navigation, Forward Looking Infrared and Weapons Delivery Systems.
- Technical Training Program Manager ensured personnel were trained to meet requirements for operational deployments.
- Ensured the proper use, storage and destruction of 1500 classified crypto keys.
- Mentored and developed personnel by ensuring their personal and professional life was successful. Through mentoring 5 personnel were recognized as Marine of the Quarter.
- 40 hour work week.



Equal Opportunity Representative (EOR)

- Conducted annual trainings and ensured all national observances were met.
- Directly advise the Commanding Officer on all matters pertaining to Equal Opportunity and Sexual Harassment.
- Received a passing grade during the Commanding General's Inspection with no discrepancies for the Equal Opportunity program.

Avionics Instructor F/A-18 (C-School)

Jul 24, 2004- Jul 20, 2008

Lemoore Naval Air Station

- Provided leadership and military training to over 400 Marines/Sailors with a training track of 3 months and an average of 10 to 15 students per class.
- Taught theory of operation of the F/A-18 systems; Radio Frequency Propagation, Radar, TACAN, Communication systems, Global Positioning System, Inertial Navigation Unit, Automatic Direction Finder System, Forward Looking Infrared System, Weapon Delivery System, Wire Bundle and Connector Repair had 100% completion rate on all my courses.
- Provided students with the knowledge, encouragement and confidence needed in their military field and the beginning of their military career.
- 40 hour work week.

Volunteer work:

- Color Sergeant conducted ceremonies presenting the National Colors throughout the community for veteran ceremonies, local parades, and community events. Developed a working relationship with the City of Hanford, CA for the Multi-Cultural celebration day by creating an opportunity to have a military presence with the National Colors.
- Mentored kids on Marine Corps History, Ethos, and leadership at the Clovis Young Marines Organization.
- Participated in the Pelco 9/11 memorial celebration in Fresno, Ca and in the yearly fundraiser.
- Recruited and participated yearly over 100 Marines and Sailors to attend the Relay For Life in which they would run 100 laps on the track raising over \$2500 for the event.
- Stood Post yearly for the Toys for Tots to help bring in donations for the Marine Corps Christmas Charity
- Coordinated the yearly Lemoore Marine Mud Run and secured sponsors for the event as well as organized volunteers and community support for participation.