

JAMES REEVES

— Operations Manager —

U.S. Veteran with 10 years of management experience, and over 20 years of experience in the transportation and logistics industry. Seeking to apply my expertise in leadership, economic justification analysis, forecasting, and project cost tracking to ensure a profitable organization.

SKILLS

- Leadership
- Cost analysis and negotiations
- Operations management
- Multi-tasking
- Communications
- Freight transportation and management
- Logistics information systems
- Legal considerations in contracting
- Microsoft Office

PROFESSIONAL EXPERIENCE

Transportation Management Coordinator, U.S. Army 9/2010–2/2020

- Oversaw highway transportation movements within Kuwait. Worked with the Kuwaiti Department of the Interior to improve transportation practices. Ensured drivers operated only within the determined guidelines by negotiating policy guidelines and creating buy-in which resulted in an increase of on-time departure times by 60%.
- Improved scheduling of personnel for critical path tasks which reduced the daily total man hours by 240 hours. Successfully completed the project under deadline.
- Awarded the Meritorious Service Medal for “going above and beyond” during tenure with the transportation and logistics schoolhouse for highest accreditation standards. Attained the highest accreditation rate twice.
- Non-commissioned officer in charge of logistics for an international equipment upgrade. Oversaw processes related to repackaging, inventory, and shipping hazardous equipment by ground and air units. Improved the shipping process which saved the military close to \$2 million. Awarded the Army Commendation Medal.

Key management skills performed regularly:

- Created logistics operational plans to support distribution and material management operations
- Conducted planning, budgeting and resourcing using logistics knowledge and skills
- Planned transports by ship, rail, truck and air
- Identified and implemented rules for the safe transportation of hazardous material and workplace safety
- Managed transportation by using automated information systems

Local Driver (Fuel Hauler), Luke Transport 2/2004–9/2010

Motor Transport Operator, U.S. Army Reserve 6/2001–9/2010

- Operated dump trucks, flatbeds, 5-ton with a 5th wheel, 2 ½ ton, skid loader, bobcat, palletized loading system (PLS with doubles). Qualified to operate all wheeled vehicles.

EDUCATION AND RELEVANT MILITARY MANAGEMENT TRAINING

Planning to complete bachelor degree at Purdue Northwest Expected grad. date: Spring 2021

Certificate of Leadership Management, Central Texas College 2019

Master Leader Course, U.S. Army 2018

- **Applied Leadership topics:** Organizational operational performance improvement, organizational change process, top-down and bottom-up communication plans, conflict resolution and conflict resistance method implementation
- **Executive Communication topics:** Determine methods for effective internal stakeholder communication and relations; read, analyze, and write about content from various work environment communications

Battle Staff, U.S. Army 2016

- **Communications** topics include audience identification, briefings, business communication, effective delivery methods, effective writing, Microsoft Word, MS PowerPoint, oral communication techniques, and presentation skills.
- **Operations management** topics include executing, forecasting, inventory planning, logistics management, operations strategy, organizational planning, organizing, planning, and quality management.

Contracting Officer Representative Course, U.S. Army 2016

- **Contract formation** topics include construction, critical thinking, Federal Acquisition Regulation (FAR), market research, purchase order, economic justification analysis, and services.
- **Business decisions** for contracting topics include business relationship, communication, contract financing, cost estimating, indirect cost evaluation, quantitative analysis, seller pricing strategies, and sourcing

Transportation Management Coordinator Advanced Leadership Course, U.S. Army 2015

- **Freight transportation and management** topics include aircraft loading, basic storage, cargo documentation, communications, hazardous material transportation, intermodal transportation, material handling including HAZMAT, movement and distribution, movement of equipment and personnel, packaging, permit procurement, supplies, and vehicle tracking.

Unit Movement Officer, U.S. Army 2016

- Logistics scheduling training.

High School Diploma, Muncie Central 1997

