

**Joseph Martinez III**  
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**Objective:** Seeking a position with major responsibilities that will effectively utilize my, transportation logistics, scheduling, leadership, and organizational management skills to orchestrate effective programs.

### **Education**

- MSL, Degree, Management/ Leadership, Southwestern College, grad Sep 2011
- BS, Degree, Operations Management, Southwestern College, Feb 2008
- AA, Degree, Aviation Operations Management, Community College of the Air Force, 2005

### **Qualification Highlights**

- Management span encompasses: management of billing, managerial accounting, Fixed Assets tracking for land, building, and assets, inner-school mail and outbound supply route distribution, inventory logistics, shipping/receiving, stock inventory warehousing, vehicle fleet, disposition of obsolete materials and classified storage.
- Created fuel distribution accounting process, enabled recovery of \$3 million of un-tracked fuel vouchers
- Setting up bare-base deployed operation; procured, vetted and manage multiple service contracts
- Certified Air Space scheduler (control altitude reservation), manager air traffic flow for restricted areas
- 20 Year veteran, Operations Superintendent/Program Manager in the United States Air Force
- Strong system knowledge of vehicle mechanics, hydraulic, pneumatic and electrical wiring diagrams
- Global negotiations and client relationship expertise, able to professionally interface with difficult customers, program and labor representatives; focusing on solutions that will enhance a cooperative partnership
- Self-motivated leader with excellent people skills, able to work unsupervised, can multi-task and manage numerous project elements across multiple teams with strong computer skills with mathematical aptitude
- Experience in human behavior, counseling techniques, communications, personnel management, and applied management problem-solving techniques, social issues, labor relations and policies for termination

### **Management and Leadership**

- Directly supervised 36 direct reports, manning levels and units' \$22 Million resources to ensure division met operational requirements for 81 person workforces. Supervised 130 personnel during combat operation
- Developed and organized quantitative forecast, project schedules and manpower work assignments, makes purchase orders and manages inventory control and resources.
- Recruits, interviews, hires, trains, provides guidance to subordinates and develops them into leaders
- Supervises business operations, including bookkeeping, records, billing, payroll, and labor distribution.
- Directed development, implementation and management of operational plans, policies and procedures affecting members at the work center and higher leadership levels.

### **Communication, Quality and Information Technology IT Expertise**

- Effectively communicate team strategies, goals, objectives, work plans, work products and services. Develop and present complex oral and written presentations, briefings, proposals, reports analyses and interpret statistical operations and present valid recommendations to senior managers and external client-customers.

- Excellent problem resolution, written and verbal communication skills; able to investigate inconsistencies and initiate corrective actions of problems and deficiencies to ensure product quality and all cost of quality initiatives using Six Sigma, Lean, Baldrige criteria or Total Quality Management (TQM).
- Skilled in Oracle Financial data base, Microsoft's: Project, Access, Excel, Power Point, FrontPage and Word. Used HTML to develop & manage company's web site used by more than 200 people daily.

**Technical Expertise**

- Expert knowledge of transportation scheduling and logistics support. Able to effectively write, edit, utilize reference, technical performance data manuals to verify their efficiency for safe operations.
- Able to create complex events, input, extract and edit data from numerous logistics automated tracking systems using automated software and manual calculations to compute standard routes of travel, deviations and emergency detours to determination safest and expeditious method to conclusion.
- Orchestrates operations mission planning, monitors' process for variations and initiate corrective actions of deficiencies to ensure success of the operation.

**Professional Management Experience**

- Division's Operations Superintendent, In-Flight Refueling Operator/Cargo instructor and Examiner; 1,024 classroom instructor hours/4,000 total flight hrs/800 instructor/200 evaluator/3,000 primary hours. "Senior Manager of the year " twice
- Supervised Operation Management Divisions \$19 Million Military Personnel Appropriation funding. Developed Man-power impact & work studies. Applied work study findings to allocated funds for reserve manpower to augment the primary force mission short falls.
- Project Manager for \$9 million command counter drug program. Built utilization process guidelines establishing financial accountability of nation-wide resources. Recovered \$4.7 Million. "Junior Manager of the Quarter "award, 4 times.
- Streamlined \$10 million Program! Redesigned multiple major systems. Increased supply effective resource utilization rate from 34% to 86.5% in less than 12 months. Saved \$1.6 million. Earned "Junior Manager of the year "

**Employment History**

2011-Present	Elected to Derby Board of Education	USD260 Derby Public Schools
2008-Present	USD259 District Supply Manager	Wichita Public Schools
2004-2008	Division Superintendent/Program Manager	McConnell Air Force Base KS
2003-2004	Operation Division Man-Power Validator	Scott Air Force Base IL
1999-2003	Command Affiliation Program Superintendent	Scott Air Force Base IL
1997-1999	Tanker Coronet Operations Director	Scott Air Force Base IL
1995-1997	KC-10 Air Mobility Director/Evaluator	McGuire Air Force Base NJ
* 1982-1984	<i>Bus Driver, White Oak High School</i>	<i>Jacksonville, NC</i>

**Specialized Education**

- Oracle financials and inventory Database operations
- Six Sigma Green-Belt certification and Total Quality Management facilitator
- BS, Degree, Human Resource Management and Personnel Administration, Glendale University, 2007
- Federal Aviation Administration Central Altitude Reservation Function certification.
- Global Decision Support System (GDSS), Global Decision Support System 2 (GDSS2),(traffic scheduling)
- Advanced Computer Flight Planning (ACFP) & Portable Flight Planning Software (PFPS),
- Forklift operations certification (5K lb, 10K Standard, and AT)
- CDL (B) w/Airbrake