

James M. Hollyfield

Palm Coast, FL 32137 * jameshollyfield@gmail.com * (719)-377-0881

SUMMARY OF QUALIFICATIONS

- Active U.S. government security clearance
- Superior performance awarded for past 21 years in supply and logistics management
- Able to make difficult decisions in stressful situations
- Organizational and operational skills are flawless
- Accountability skills are among the best
- Conducted Inspections of supply rooms with impeccable ratings

EDUCATION/CERTIFICATIONS:

Bachelor of Science Business Management June 2014
Colorado Technical University

U.S. Army/Civil Service Specialized Training: Unit Prevention Leader (UPL) served as UPL for numerous units, Certified Government Purchase Card Holder, Hazardous Materials and Waste Handling training, PBUSE, ULLS, ARIMS, FEDLOG, Standard Property Book System, and completion of the container handlers course. Explosive Countermeasures and X-Ray Image Interpretation. Fork Lift Operator.

PROFESSIONAL EXPERIENCE

Embry-Riddle Aeronautical University, Daytona Beach, FL (2015-Present)

Faculty Contract Administrator

- Prepare and set up contracts for Embry Riddle University Instructors to be prepared to instruct courses. Analyze their best option of instructions. Oversee 75+ US and overseas campuses to keep track of each term. Keeps accountability of classes and instructors involved in teaching and training of the students.
- Determines classroom availability for classes at each campus to ensure no overage of classes and instructor availability. Ensures all classrooms are used to their maximum capabilities to ensure full classrooms. Set up travel times and dates for instructors that need to travel for classes out of their region.
- Tracks online courses for the University to enable student unable to travel to a campus can utilize the school as well. Maintain and manage list of assignments for the instructors to ensure all materials and tools are there for their use.
- Participates in general administrative and academic management for the University. Oversees worldwide facilities to make sure they have enough space to teach classes with computer and internet capabilities. Attend briefing with changes that occur on a monthly basis to ensure the ease of scheduling.

Schriever Air Force Base, Colorado Springs, CO (2011-2015)

Logistics and Supply Tech

- Performed a wide range of cargo screening and warehousing activities to include hazardous materials, receiving, storing, selecting and shipping general or specialized bulk and bin materials and equipment. Provided maximum warehousing and support for the delivery of equipment/supplies to support the command and tenant units and assist in mission accomplishment.
- Determined stock levels needed for no-recurring, specialized items based on usage, inventory, project demands, seasonal demands, changing customer needs, and projected depletion. Provided supply for production, overhaul, repair, or other operations for equipment and/or parts requiring special handling.

- Reconciled property record balances using property inventory balances while correcting routine discrepancies. Furnished information within set time frame to meet the customer needs. Notified operation officials of the availability of new or revised items and obtained information on desired quantity and distribution.
- Performed cargo screening and vehicle screening inspections. Conducted monitors and participated in vehicle security inspections. Inspected cargo with the use of x -ray machine and other types of detection equipment. Participated in information briefings concerning security sensitive or classified cargo. Maintained close communication with the supervisor regarding issues that might reveal a weakness or vulnerable area of cargo screening discovered in the course of screening duties.

Tarleton University, Stephenville, Texas (2011-2011)

Supply Technician

- Served as a supply technician for the U.S. Army Cadet Command Senior ROTC Provided guidance to the command on the supply program for the host University. Provided skills that are not readily available to the military, but crucial to support the military operations.
- Identified, initiated, planned and executed the SROTC supply program for the host University. Initiated the set up for the supply program from start to finish which set the standard for that program.
- Processed requisitions, purchase request, reports of survey, statement of charges, inventory adjustment reports and other reports that are required by higher headquarters.
- Maintained property accountability, which included physical inventory of equipment and weapons and resolved any inventory discrepancies. Identified the problem and suggested a course of action to the Professor of Military Science.

United States Army (1989-2010)

Battalion Logistics Non-commissioned Officer

(2009-2010)

- Battalion Logistics Non Commissioned Officer (NCOIC) for a CONUS based combined arms battalion consisting of two infantry companies, two armor companies, one headquarters company, and one forward support company. Responsible for logistics planning and equipment fielding, and managing multiple property books valued in excess of \$300 million.
- Provided technical guidance in areas of supply management by reviewing record and information documents for accuracy and completeness. Posted transactions to property books and supporting files. Audited supply room for budget guidelines and supply procedures.
- Presented supervisory skills to assist others in performing supply and inventory control management duties. Recommends professional development activities for subordinates while advising supply officers and commanders.
- Provided guidance and oversight for the transfer of equipment from 3rd Battalion Combat Team (BCT) to 1-67AR in order to fill critical equipment shortages in the battalion. Logistic management specialist by providing guidance and advice to personnel.

Battalion Logistics Non-Commissioned Officer

(2008-2009)

- Served as the S4 NCOIC for a multi component prime power battalion, consisting of four CONUS based companies, and two OCONUS platoons, as well as a reserve company. Manages and supervises four supply rooms and eight supply personnel. Advised the battalion commander and battalion executive officer on all supply and logistics functions. Ensured all supply actions were requested, properly

initiated and processed. Facilities manager for multiple buildings valued in excess of \$6 Million. Received the Army Achievement Medal for this position.

- Supervised the processing and acceptance of purchase requests and commitments valued in excess of \$600,000 with no loss or errors. Monitored all expenditures for equipment and supplies. Conducted inspections and auditor responsibilities for the command.
- Maintained accountability and maintenance of three different facilities valued in excess of \$6 Million, with no loss or damage to Government property. Had oversight on contracts submitted to Army contracting for state side and over seas contracts.
- Served as senior supply logistician using supply catalogs in requisitioning and distributing supplies while keeping inventory control. Prepared, reviewed and corrected property listings in storage operations.

Supply Non-Commissioned Officer

(2005-2006)

- Served as the supply NCO for the G4 Plans and Operations Division, of the 94th Army Air and Missile Defense Command, providing support to the U.S. Pacific Command. Coordinated and provided technical assistance to the 94th, and subordinate unit staffs on all logistical matters. Received the Meritorious Service Medal for my accomplishments.
- Selected over three other NCOs to represent the command in seven joint and combined exercises in support of United States Army Pacific (USARPAC) and United States Forces of Korea (USFK).
- Trained and taught six common tasks to 98 Soldiers resulting in 100% first time qualification on annual Warrior Leader tasks.
- Supervised a crew of 10 in daily operations, including evaluations and discipline, efforts led to a company record of promotion rate for the staff and developed and executed training programs for the team.

Battalion Logistics Non-Commissioned Officer

(2003-2005)

- Issued, received, and requisitioned expendable and non-expendable supplies and equipment. Maintained expendable and non-expendable document registers, and performed all administrative duties to include filing, maintenance, maintaining property books, and maintaining all automation. Received the Army Commendation Medal for this position.
- Maintained accountability of all equipment, valued in excess of \$1 Million.
- Conducted battalion level Unit Prevention Leader training, in order to mitigate illegal narcotic usage across the unit. Routinely tested more than 300 personnel while in this position.
- Led the way in transitioning the battalion from an outdated method of accounting for property, and implemented the latest automated programs. Transferred more than \$1.5 Million in assets to new system.

Assistant Battalion Logistics Non-Commissioned Officer

(1999-2003)

- Responsible for administration, supervision, and welfare of six personnel in an Air Assault Infantry Battalion. Assisted in the planning and execution of all battalion logistics training. Monitored hand receipt property valued in excess of \$20 Million. Responsible for generating logistics status reports in daily operations and training. Directly responsible for maintaining accountability of \$200,000 in property. Received the Army Commendation Medal for this position, along with Army Achievement medal during this time.

- Established and managed re-deployment operations for the battalion equipment and personnel, for a task force of more than 600 Soldiers.
- Established logistical procedures at Shabaz Airbase in Pakistan, operating independently for more than 3 months. Conducted sling load operations for battalion wide exercises in Pakistan and Afghanistan.
- Served as the battalion logistics non-commissioned officer in charge during the unit's Joint Readiness Training Center exercise, over more senior NCOs.

Logistics Supervisor/Unit Supply Specialist

(1989-1999)

- Served as a supply clerk preparing records and keeping inventories of Army supplies and equipment. Acted as an Inventory clerk, material clerk, stock clerk and warehouse supervisor.
- Used supply management and applications while giving technical assistance to units.