

CAREER OBJECTIVE: LOGISTICS MANAGEMENT

~ CORE QUALIFICATIONS ~

Diverse background includes successful team experience in highly complex, multi-phase communications and electronics systems and installation projects. Responsibilities included troubleshooting, repair, upgrades, and replacements of equipment. Served as liaison across all levels of management within the military and private sector. Experience is directly applicable and readily transferable to the position of Logistics Management Specialists based on the following qualifications:

- ▶ **Facilities Manager/Liaison**, overseeing military Integrative Education Service Center, providing logistical, technical, and program support to directors, professors, and students of six Universities..
- ▶ **Physics Laboratory Manager**, designing, building and repairing complex scientific equipment; working with professors and students; and budgeting, grant administration, writing equipment specifications, and purchasing,
- ▶ **Former NCO** with expertise in the installation of highly complex Communications and Electronics Systems including troubleshooting, systems integration, testing, upgrades, repair, replacements and on-going support.
- ▶ **Program Implementation:** Continues to excel at prioritizing and implementing tasks and supporting large numbers of internal and external program objectives by ensuring rapid, accurate delivery of equipment and resources.

~ KEY AREAS OF SUCCESS ~

- **LOGISTICS LIAISON/MANAGEMENT SUMMARY:** Supported Management's multi-phase program objectives as Technical and Liaison to executive leadership, project managers, engineers, contractors, vendors and Quality Assurance Managers. Ensured logistics, quality assurance and compliance; financial accountability and integrity; and on-time project completion. Maintained regular communications with executive and mid-management personnel through accurate documentation and required reporting formats.
- **LOGISTICS PLANNING /ADMINISTRATION:** Evaluated program/project goals and timelines to identify logistical objectives that would ensure sustainable, successful support. Analyzed logistic performance reports to recognize trends and redundancies that led to new improved operations. Planned and secured manpower, materials, facilities and services needed to execute projects and sustain operations. Exploited creative scheduling strategies; researched and accessed all available resources to minimize costs and maximize efficiencies. Administered budgets up to **\$350K**; and assisted in developing policies, procedures, and long range plans. Proficient in a variety of proprietary and commercial logistics and supply chain management systems and software programs.
- **OPERATIONS MANAGEMENT:** Plan and oversees routing, shipping and tracking activities to ensure safe, prompt, and accurate delivery of services, equipment, materials and supplies.
- **PROBLEM SOLVING:** Identified, investigated and implemented corrective action to resolve logistic problems associated with procurement, warranties, cost changes, transportation issues, deficiencies, distribution, material disposition and storage while meeting all deadlines on time.
- **STRATEGIC PARTNERSHIPS:** Worked with organizational counterparts to improve policy and procedures; maintained effective liaison with vendors, technical specialists, support personnel and senior level management.
- **CONTRACTING/VENDOR RELATIONS:** Built successful relationships with vendors, negotiating highest quality at best price on equipment, supplies and materials; reviewed shipping options and requirements, evaluate contractor's proposals and other related functions to estimate and determine total cost.
- **PERSONAL MANAGEMENT:** Recruited, trained, supervised, counseled and developed personnel; interviewed and wrote performance reviews, disciplinary actions, and performance recommendations.

HARVEY R. OGDEN

~ PROFESSIONAL EMPLOYMENT ~

EDUCATION SERVICE CENTER, TINKER AIR FORCE BASE, OKLAHOMA

10/ 1980 TO PRESENT (24 hrs./Week)

Facility Manager/ Night Monitor: Responsible for the integration of the Education Service Center. Insure center and classrooms are properly maintained, equipped and ready for training. Oversee the maintenance of 55+ microcomputers and peripheral equipment; run diagnostics, troubleshoot, repair and purchase new equipment and components; ensure all equipment is in excellent working condition. Responsible for the total security of center, internal and external safety issues; and all personnel and maintenance emergencies. Provide management with written documented reports associated with any performance issues. **Key results include, but not limited to:**

- **Coordinate** operations with appropriate institutional Director; and assist professors from six higher education institutions with preparing and scheduling classrooms, maintaining supplies, equipment and training materials.
- **Operate**, and train personnel on computer operations, audio/visual equipment and other electronic support equipment.
- **Participate** in the management and operations of Distance Learning Televised Instruction System.
- **Planned** space layouts for special events involving seating arrangements, assignment of equipment, furniture and displays.

UNIVERSITY OF CENTRAL OKLAHOMA, EDMOND, OKLAHOMA

09/ 1964 TO 10/ 1980 (40 hrs./Week)

University Physics Associate - Physics Laboratory Facility Manager: Managed the Universities Physics Department's labs, classrooms, storage rooms, and designated work areas to support Physic and Science Programs. Ensured proper maintenance of department and made ready for daily class instruction or lab sessions including, set-up and testing equipment for operational readiness; preparing instructional materials, organizing supplies, inventory control and confirming that any special equipment requests were on hand and set up.

- **Collaborated** in preparing annual operations budget; responsible for administering and monitoring expenditures.
- **Participated** in grants applications, specification and budget up to \$350K; oversaw and approved equipment donations from government and private organizations.
- **Interfaced** with organizational counterparts and management to ensure proper procedures and policies were followed and recorded concerning logistic operations.
- **Purchased**, diagnosed, repaired and maintained complex scientific equipment and demonstration apparatus.
- **Wrote** specification for new purchases and ordered equipment, materials and supplies.
- **Designed** and built scientific equipment and teaching devices to support instructional studies and laboratory experiments.
- **Assisted** and instructed professors and students in operations of electronic and audio/video equipment and scientific laboratory equipment.
- **Modified or wrote technical procedures for performing laboratory experiments.**

HARVEY R. OGDEN

OKLAHOMA AIR NATIONAL GUARD, OKLAHOMA CITY, OKLAHOMA

1970 TO 1992

NON COMMISSION OFFICER, CERTIFIED TEAM CHIEF, ENGINEERING INSTALLATION SQUADRON: Managed and supervised five to seven member teams responsible for installing communications and electronic equipment. Planned installations of complex operating systems which included trouble-shooting and repair of equipment, components and associated peripherals. Insured daily progress reports and final reports were written to document continuous repair and maintenance operations; plus engineering change requests. Assignments Included working with multi-levels of management plus vendors, technicians, engineers and administrative support personnel to schedule and carryout logistic functions and projects. Managed Team Chief Program and served as Chief of Quality Assurance.

~ RELEVANT WORK EXPERIENCE ~

- Served as Manufacturing Expediter and Final Electrical Inspector for the airborne communications and electronics systems manufacturing assembly line.
- Built thermo-couple test equipment for measuring jet engine exhaust temperatures.
- Commercially installed, maintained and repaired audio equipment, public address systems, phones systems, electronics organs throughout West Texas and New Mexico.
- **Adjunct Instructor:** Rose State College * Oklahoma City Community College
Oklahoma State University Technical Institute
- **Courses Taught:** Basic Electronics * Digital Electronics * Automotive Electronics * General Chemistry, Chemistry Laboratory I & II * General Physical Science, Physics Labs I & II.

~ PROFESSIONAL EDUCATION AND CERTIFICATION ~

B.S. in Industrial Arts, Graduation: 1972; University of Central Oklahoma, Edmond, Oklahoma
Minor: Music and Chemistry; Graduate Hours: 27 credit hours

Oklahoma State University, Stillwater, Oklahoma; Major Industrial Arts; Graduate hours: 18 credit hours

License: Licensed Electrician

~ MEMBERSHIP ORGANIZATIONS ~

Toastmasters International, Oklahoma City Writers Inc., The Honor Society of Sigma Pi Sigma, and The Honor Society of Phi Kappa Phi

~ TECHNICAL & GENERAL KNOWLEDGE ~

Auto Mechanics, Woodworking, Electronics, Drafting & Design, Metal Working, Electrical Repair, Carpentry, Welding & Cutting, Plumbing, Heating & Air Conditioning, Roofing, Technical Writing, Report Writing, English and Metric Measurements, Scientific Glass Blowing, Printed Circuit Boards, Fabricated Electronic Equipment

References Available Upon Request