

ENTREPRENEUR GENERAL MANAGER

Summary

Over 17 years' experience in Airport Operations safety and training with an extensive knowledge of the applicable federal rules and regulations affecting the safe and efficient operations of FAR Part 139 certified airport. Experienced in accident investigation and analysis to develop action plans and initiatives to address accident trends. Experienced in transportation management, and gas station management with a profound ability to plan, organize, coordinate, prioritize, assign and evaluate the work of subordinate employees. Immense ability to prepare accurate plans cost estimates, and reports. Uncommon ability to make accurate computations and cost projections, Sound ability to communicate effectively, both orally and in writing and to prepare reports of a complex technical nature. Proficient in research, writing, case management and client relations.

Highlights

- Collective bargaining techniques
- Public policy background
- Data collection and analysis
- Exceptional organizational skills
- Safety policy development
- Analytical thinker
- Mediation
- Project management
- Creative problem solver
- Contracts

Accomplishments

Planned and implemented an online training that saved thousands of dollars on overtime payments and facilitated the compliance of required recurrent training programs.

Spearheaded the 0 runway incursions program during a runway renumbering during Miami International airport expansion project, reducing and eliminating runway incursion during that period.

Implemented an Tug Numbering System critical during tug operations at Miami International Airport.

Experience

11/2011 to 11/2013

Entrepreneur General Manager Company Name 1/4 City , State

- Managed the daily operations of the gas stations.
- Oversaw sales, inventory and staff on a monthly basis.
- Conducted and performed inspections of all gas equipment and facilities.
- Maintained and obtained a clean and customer friendly environment for various customers.
- Enforced and implemented strict policies and procedures regulating the gas stations.
- Responsible for hire and managing more than 30 employees.
- Oversaw the price management of fuels and merchandise.
- Monitored monthly sales, and inventory, prepared monthly cash balance reports for the gas station and convenience store.
- Sought, prepared, negotiated and obtained contracts with USAID to deliver food and seeds throughout Haiti.
- Created, prepared, and maintained records and documents related to the operation and administration of the delivery of assigned loads, and prepared reports related to the work.
- Conducted researched, evaluated, and make decisions on what mode and route to take for transportation of loads throughout Haiti
- Planned, organized, coordinated, prioritized, assigned, and evaluated the work of subordinate's employees.
- Coordinated and oversaw the daily operations of the trucks, Prepared and administer the budgets.
- Answered inquiries and complaints from our customers related the delivery of loads.
- Monitored ongoing expenses relative to budget projections. Recruited, retained and developed staff. Recruited, retained and developed staff.
- Increased company market share by 20% in just 3
- Monitored 4 project budgets each for 24 months.
- Developed and managed annual operating budgets for the gas station and the transportation business.
- Oversaw the development and launch of Haiti Towing business.
- Recruited, hired and trained 30 new employees for the gas station, the convenient store and the transportation department,
- Built and maintained effective accounts receivable and cash flow monitoring systems.
- Boosted revenue by \$100,000.00 in the first year by spearheading development of waste control.
- Mentored, coached and trained 5 team members.
- Identified inefficiencies, made recommendations and implemented them for process improvements.

06/1995 to 01/2011

Safety & Training Coordinator Company Name 1/4 City , State

- Responsible for the preparation of training for more than 15,000 airport employees.
- Planned, directed, oversaw, reviewed and evaluated the work of staff providing support to airport training program.
- Maintained or directed the maintenance of accurate records and files.
- Monitored changes in legislation and FAA regulations that may affect training program operations or service delivery; evaluated their effect upon program activities and recommends appropriate policy and procedure modifications.

- Developed and modified training techniques and formats to evaluate airfield vehicle operators or current program effectiveness and to determine the need for program modification and/or new training program development.
- Test theoretical and practical knowledge of aviation safety and ramp safety.
- Analyzed training programs to assure competency of persons operating vehicle on the airfield.
- Prepared reports of airfield inspections to document findings.
- Approved or disapproved issuance of certificate of vehicles operators on the airfield.
- Promoted training programs through developing contacts with various organizations and through electronic media announcements.
- Represented MIA Airport in acting as a trainer in aviation safety in various airports throughout the Caribbean.
- Provided fiscal oversight for Airside Division, in particular, training cash collections, equipment purchase orders.
- Tracked Employee Performance training requirements to make sure that are in compliance with FAA Rules and Regulations.
- Responsible for issuing department vehicle, and equipment.
- Assigned, distributed, checked, and verified access personnel work load.
- Approved requests for emergency delivery on the airfield.
- Monitored safety condition of the airfield, maintained and ensured the smooth operation of the airport.
- Ensured that all operators adhere to the rules and regulation of the department.
- Monitored construction and maintenance projects affecting airfield activities.
- Ensured compliance with Federal Aviation Administration (FAA) and Miami-Dade Aviation rules and regulations to effect the safe and efficient operation of the Air Operations Area (AOA).
- Represented the Airside Operations at safety meetings. Planned and managed event logistics.

07/1988 to 07/1994

Company Name

Education

December 2007

Bachelor : Public Administration Barry University 1/4 City , State Public Administration

June 2004

Associate : Business Administration Miami Dade College 1/4 City , State

Coursework includes Organizational Behavior, Economics

Skills

balance budgets, contracts, delivery, inventory, managing, access, personnel policies, program development, safety, sales, trainer, training programs, transportation