**EXECUTIVE SUMMARY:**A multi-lingual advanced degreed individual who has been recognized by US Government officials, US Military and company representatives for quality work product and leadership.  I currently have over 10 years business operations and management experience with several Fortune 500 and international companies.  I have led numerous teams in the successful completion of time sensitive tasks while fully ensuring all aspects of the project met or exceeded the rigorous review of internal and US government auditors.  My daily goal is to produce innovative results maximizing business value, minimizing cost, delivering on time and exceeding expectations. My career goal is to lead an organization to be an industry reference in quality and efficiency in applied Technology

**PROFESSIONAL EXPERIENCE AND MAJOR ACCOMPLISHMENTS**

**SOS INTERNATIONAL LLC (SOSi) January 2016 – Current**

Logistics Manager

* Communicate new requirements, concerns, and issues to DOL for resolution
* Work closely with the procurement and property management sections to ensure that material and equipment is delivered to the end user
* Manage the internal logistics requirements necessary to support operations
* Establish and maintain operationally consistent work processes and efficient and cost effective project environment
* Oversees the support needed for audits conducted pertinent to project controls
* Plan all aspects of the site in accordance with the scope of the contract, and develops a complete understanding of the relevant subcontracts
* Performs the Document Control function within the validated MAXIMO database
* Coordinate activities of interdepartmental activities to ensure efficiency

**SOS INTERNATIONAL LLC (SOSi) Dec 2014 – Jan 2016**

OPSCEN Lead/HR/ (Acting Manager)

* Manage and train assigned Operations staff in identification of Customer requirements and oversees the development of appropriate work processes to fulfill Customer needs
* Manage and provide oversight on the collection and analysis of data; verifies content and compliance prior to submission of required reports
* Interface daily with Site Management and PMO to provide analysis, recommendation, and status reports on forecasted Customer requirements; assist with the development of appropriate work processes to fulfill Customer needs
* Communicate with Customer and Site Management Team to ensure compliance with Scope of Services requirements, forecasting of future requirements, and assists in the development of work processes to fulfill Customer needs
* Maintains knowledge of U.S. and Iraqi labor laws and governmental regulations and assesses impact of changing rules on the organization

**ENSEADA INSDUSTRIA NAVAL (EEP) May 2012 – Dec 2014**

OPS/HR Country Manager / Galati, Romania

* Provided strategic direction to senior management and internal business units on a variety of business transactions and disputes , risk management and litigation matters
* Established standard operating procedures (SOP) , internal control system (ICS) and processes to mitigate legal risk and reduce company exposure
* Provided technical expertise includes designing and implementation of remuneration structures, dealing with authorities in relation to labor, individual tax and EU/Romanian social security matters, involvement in due diligence projects
* Provide revenue analysis and budget reports to Director of Contracts and Division Managers
* Generate pertinent reports for management and oversee collection, maintenance and reporting of HR data
* Providing guidance in the interpretation of award terms and conditions, and Romanian regulations
* Perform new hire employee orientation and training, on-boarding and terminations; by ensuring all paperwork is completed as well as conduct orientation sessions and exit interviews

**Fluor Government Group Jun 2011 – May 2012**

Senior Operations Coordinator / FOB BAGRAM, Afghanistan

* Assist the Leadership with daily duties in support of 64 (sixty-four) Forward Operating Bases
* Conducted twenty Service Order Compliance , Preventive Maintenance Work Orders in MAXIMO Asset Management Software and Facilities Quick Base audits to ensure data accuracy and contract compliance; 95% overall pass rate
* Developed logistics-related project plans, evaluations and cost / benefit analyses as well as short-term and long-range supply chain management plans

**Kellogg, Brown and Root Jan 2008 – May 2011**

Senior Operations Coordinator / Victory Base Complex, Baghdad, Iraq

* Focused on helping companies achieve business goals while remaining in compliance with all employment related legal statutes; effectively and enthusiastically manage a broad scope of responsibilities in volatile environments
* Prepared, organized and executed award fee evaluation boards for Cost Plus Award Fee (CPAF) task orders under Logistics Civil Augmentation Program contract
* Developed and maintained databases in Access, to track grounding and bonding processes and Task Force Safe Inspections for 80,000 facilities
* Managing, researching, retrieving, and processing historical data in support of Legal, Government Compliance and Management.
* Assisted with internal statutory and regulatory audit compliance with the Federal Acquisition Regulations
* Interface with project managers to ensure desired operational objectives, priorities, and schedules are met and communicated to senior management.

**Kellogg, Brown and Root Sep 2006 – Dec 2007**

Senior Property Specialist / USM-I C, Baghdad, Iraq

* Maintained active / inactive property books, durable property records and inventory listings for over 41,000 line items of Government Property valued at $156 million.
* Review and compile Loss, Damage, Destruction or Theft (LDDT) reports making sure information is reviewed, screened, and processed in a timely manner to Property Manager
* Selected by the Senior Manager Procurement and Supply to reconcile site property records and inventory registers, to include purchase order files for accountability and accuracy in less than two months, mission accomplished with success.

**Royal Olympic Cruise**   **Mar 2004 – Jul 2006**

Retail Sales Manager / JASON MTS, Greece

* Overseeing 15 employees on daily operations
* Estimate procurement needs, stock management and making recommendations for new products acquisitions according to sales
* Create development opportunities and strategies to maximize volume and productivity
* Involved in all promotional campaigns reaching sales objectives

**LIBRI MARIS S.A Feb 2000 – Feb 2004**

Procurement Manager / Constanta, Romania

* Lead twenty-eight Library Managers developing management skills and ability to understand, set and achieve financial goals
* Created a sales plan to increase revenue through holiday season that was adopted throughout division resulting in sales goals being hit in a depressed economy
* Proactively facilitate a sales-driven labor model environment instrumental in optimizing host store relations and customer service performance
* Effectively developed a top performing team, positioning many for internal promotions to higher levels of managerial responsibilities
* Advise senior management on employment law and interpretation of company policy

**EDUCATION**

* **Department of Defense University ‘’CAROL I’’ , Bucharest Romania**

Certification in Law Armed Conflict, Conflict Management and Negotiation

* **European University ‘’OVIDIUS’’ , Constanta Romania**

Bachelor’s Degree, Law

**COMPUTER SKILLS**

* + Proficient in MAXIMO , Microsoft Windows Suite Programs, Visio and Corel Draw Suite

**LANGUAGES**

* + Fluent in English, French and Romanian