

WILLIAM GREGORY HAINES

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Highly organized professional with over twenty years of experience in asset/inventory management, logistics and project management. Aggressive at identifying and resolving inefficient procedures, processes and resources. Excels in fast-paced, high-pressure environments. Adept at completing demanding projects within crucial timelines. Works well independently and as part of a team. Highly articulate, demonstrating excellent interpersonal skills across all levels, including the effective exchange of complex technical data. Excellent communication and presentation skills. Committed to organizational success. Service-connected disabled veteran honorably retired after 20+ years of service.

... KEY ATTRIBUTES ...

Resource Allocation – Personnel Management, Equipment Utilization, Technical Support, Data Analysis, Supply Chain Management, Budget/Financial Analysis and Reporting

Compliance – Assessment, Inspections, Policies, Procedures, Regulations, Quality Control, Investigations, Safety and Security

Leadership – Staff/Team Development, Mentoring, Counseling, Diplomacy, Vision, Values, Goals

... PROFESSIONAL EXPERIENCE ...

Logistics / Warehouse Manager (05/2012 –10/2013) – Intertek, Cortland, NY

- ◆ Managed a team of 6 personnel in the day-to-day operations of receiving, verifying, storing, packing and shipping of merchandise/materials.
- ◆ Assigned daily work assignments and monitored the flow of materials through shipping process and recommended and implemented process improvements.
- ◆ Coordinated and completed required documentation for international import/exports of materials in compliance with United States and international customs regulations and standards.
- ◆ Implemented enhanced inventory management process utilizing barcode scanning and new, improved inventory software.
- ◆ Designed and provided on-the-job training for department personnel including changes to company policy, procedures, and ISO9001-2000 training and conformance.

Period of unpaid College Education (11/2009 – 04/2012) – Excelsior College, Albany, NY & SUNY Morrisville, Norwich, NY

Asset Management / Engineering Planner (05/2008 – 10/2009) - Lockheed Martin Systems Integration, Owego, NY

- ◆ Lead a development team of 13 personnel in the design and implementation of the Lockheed Asset Control System (ACS) resulting in program being available one year ahead of schedule.
- ◆ Managed the ACS program utilized to track in excess of \$500 million in aircraft assets. Company and government assets included basic airframe, production kits and spares, support equipment and tooling which were located across 48 states and in 3 foreign countries.
- ◆ Application of ACS program resulted in company saving over \$55,000 annually in lost/missing tools and materials.
- ◆ Pivotal in assisting Configuration Management in producing As-Built-Lists and Bill of Material (BOM) for production aircraft utilizing asset tracking data for final sell-off of final production aircraft to customer.

Asset Management / Engineering Planner (continued)

- ◆ Recognized and implemented the requirements for upgrading of ACS database to track additional asset information such as hardware/software configurations, physical location of assets, banding status, property tagging and various other data required by production managers and teams.
- ◆ Planned, developed, and provided training and staff development program for the new asset management program.

Aircraft Maintenance Control / Flight Operations Analyst (11/2006 – 05/2008) - Lockheed Martin Systems Integration, Owego, NY

- ◆ Managed a team of 18 personnel in the process of development and production of administrative documentation – aircraft logs & records and safe for flight certification for the VH-71 Presidential Helicopter Program.
- ◆ Extensive background of aircraft documentation and configuration management to include As-Built-List, Concessions, DTATs, technical directives, service bulletins and related documentation procedures.
- ◆ Developed and implemented the Standard Operating Procedures for Presidential Helicopter program hangar operations and Maintenance Control department.
- ◆ Hand-picked by Black-Belt to assist in 8 Six Sigma Lean events to streamline production procedures and hangar operations due to extensive aviation maintenance and administration background.

Adult Education Coordinator / Senior Instructor / Command Career Counselor (02/2000 –11/ 2006) - US Navy, Fleet Aviation Specialized Organizational Training Group, Atlantic Fleet, Norfolk, VA

- ◆ Managed 6 military and 18 civilian instructors responsible for assessment, coordination and delivery of 25 highly diverse administrative and technical training courses at military and civilian sites in the continental United States and Europe.
- ◆ Applied effective instructional techniques. Personally qualified in all 25 courses administered and accumulated over 6000 classroom teaching hours.
- ◆ Responsible for the commands successful delivery of 545 courses being taught at 7 state-side and 4 overseas sites achieving a 100% deliverable rating over a 6 year period.
- ◆ Identified training requirements. Developed, implemented and evaluated curricula, instructions and course supporting materials. Ensured staff was kept abreast of new and innovative training materials, methods and techniques.
- ◆ Conducted semi-annual and annual instructor evaluations.
- ◆ Managed and controlled an annual training budget in excess of \$750,000, providing quarterly and annual reporting to higher echelon with 100% accuracy 6 consecutive years.
- ◆ Interviewed, advised and counseled over 300 members at all levels on career development opportunities, benefits and retention programs. Single handedly responsible for command having a yearly 100% retention rate resulting in 4 consecutive Navy Golden Anchor awards.
- ◆ Achieved designation of Master Training Specialist.

Aircraft Maintenance Control / Logs and Records Leading Petty Officer (02/1996 – 02/2000) - US Navy, Helicopter Anti-Submarine Squadron Light FOUR EIGHT, Mayport, FL

- ◆ Managed the operational, logistical and material effort for the maintenance department. Responsible for all production control functions within the squadron and directing 250 technicians in the maintenance of 15 SH-60B aircraft. Achieved a 96.8% scheduling rate and an 87.5% mission availability rating. Inspired the efforts that lead to the squadron receiving the numerous awards including the Atlantic Fleet Battle Efficiency Award and Chief of Naval Operations Ship-Helicopter Safety Award.

Maintenance Control / Logs and Records Leading Petty Officer (continued)

- ◆ Supervised 16 personnel responsible for maintaining and administering aviation documentation, configuration management and computer data bases. Coordinated the implementation and documentation of 300+ technical changes to 15 SH-60B squadron aircraft.
- ◆ Identified needs and developed 30 in-house training lectures to ensure personnel had knowledge to operate independently while on deployment.
- ◆ Evaluated personnel on technical knowledge and developed individual training plans to enhance member's productivity.
- ◆ Awarded a grade of "Outstanding" on 4 consecutive HELANTISUBRON Wing inspections.

... EDUCATION PROFILE ...

ASSOCIATE IN APPLIED SCIENCE (AAS) IN ADMINISTRATION & MANAGEMENT / GPA 4.0

Excelsior College, Albany, New York, 2010

BACHELOR IN PROFESSIONAL STUDIES (BPS) IN BUSINESS & MANAGEMENT / GPA 3.6

Excelsior College, Albany, New York, 2010

- 9 credit hours remaining - anticipate completion of degree late summer/early fall of 2014

... TECHNOLOGY PROFILE ...

Manufacturing Systems: Product Data Management (PDM) systems, Asset Control System, Asset Manager, SAP, SAP BW 3.x, Nortel VPN client

Operating Systems: Windows NT Workstation, Windows 98/2000/XP/Vista/7/8

Software: Microsoft Office 2003/2007/2010, MS Project, MS Visio, MS Live Meeting and Exchange, Adobe Reader, Adobe Flash, HTML, Quicken and Saga Peachtree Accounting

Hardware: Photocopiers, printers, scanners, faxes, modems, internal/external hard drives, CD-ROMs, Audio/Visual equipment

... PROFESSIONAL TRAINING / CERTIFICATIONS ...

Asset Management / Supply Chain Management / Certified Master Training Specialist / Instructor / Certified Career Information Counselor / IT Database Administrator / Anti-Terrorism Training Officer / Leadership Development for Petty Officers / Alcohol & Drug Abuse Managers-Supervisors (ADAMS) Facilitator / The Leader as a Model / Influencing and Motivating Others / Manage Mentor Plus / 7 Habits of Highly Effective People / Time Management / Managing Emotions in a Pressure-Packed Workplace / Business Problem Solving / Conducting Meetings / Project Teams

... NOTABLE AWARDS ...

Volunteer Service Award (2008) / Exemplary Humanitarian Service Commendation (2007) / Navy and Marine Corp Achievement Medal (5 Awards) / Navy and Marine Corp Good Conduct Medal (5 Awards) / Humanitarian Service Medal / Military Outstanding Volunteer Service Medal / Letter of Commendation (5 Awards) / Letter of Appreciation (7 Awards)

... COMMUNITY INVOLVMENT ...

Norwich American Legion Post 189 (2013 – Present)
Chenango County American Legion Baseball Coordinator (2013 – Present)
Manager/Head Coach of American Legion Hellcats Baseball Team (2012 - Present)
Norwich/Oxford Little League Board of Directors member (2009 – Present)
Norwich PONY Baseball Manager/Head Coach (2007 – 2010)
Norwich High School Sports Boosters (2009 – Present)