

Kevin Witt

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SUMMARY

Dedicated professional experiencing many responsibilities within a facilities organization. Active TS/SCI with CI poly. Adaptable leader with the ability to work independently or on a team utilizing communication skills to make critical decisions during challenges. Aspires to meet or exceed all corporate goals.

EXPERIENCE

R & S Manufacturing LLC; Aurora, Colorado

Independent Contractor 2018 - Present

Polish, resize and deprime brass cartridges.

Sales Associate at Tanner Gun Shows.

Grumman; Aurora, Colorado

Facilities Coordinator 2012 - 2018

Scheduled maintenance/repairs for building equipment and systems with contracted vendors.

Security escorted uncleared technicians.

Wrote SOW's for building equipment/systems maintenance contracts.

Performed smaller building repair task or occupant service request.

Assisted the facilities team with occupant moves including system

furniture reconfigures. Assisted the facility electrician as needed.

Conducted the campus building monthly EHS audit.

Delivered government furnished equipment designated for disposition to government assigned disposition location.

Managed the Warehouse: Delivered and returned requested program or department equipment and/or material to and from warehouse.

Palletized, shrink wrapped or banded equipment and material.

Operated the forklift to place pallets on racks. Maintained inventory by rack location of all equipment/material stored in the warehouse.

Maintained warehouse appearance and cleanliness. (Warehouse was closed in 2016).

Campus

Point of Contact for the following:

Contracted Janitorial Service : Liaison with site supervisor and site

manager. Perform semi-monthly quality audits with site manager.

Fleet Vehicles:

Maintained current certified driver records and vehicle logs for audit, schedules vehicle maintenance/repairs and licensing.

Managed Print System:

Provided and maintained monthly usage count meter on all site printers and copiers. Scheduled and security escorted repair technicians. Ordered and installed printer consumables and delivered printer paper.

Campus Beverage Service:

Scheduled and security escorted beverage repair/maintenance technician. Ordered break room consumables.

Fitness Center:

Requested fitness center access for the user through the Personal Security Administrator. Maintained a liability waiver form and emergency contact file for all fitness center users.

Space Coordinator 2007 - 2012

Allocated office space using program/departamental space request with assistance from the Facility Manager. This included the coordination of services from other departments, the facilities group or approved 3rd party vendors.

Maintain building occupant database and floor plans.

Provided sector monthly occupancy report by space classification.

Scheduled and assisted system furniture additions, removals, and office reconfigurations. Managed logistics for large

program/departamental staff moves or reorganizations. Provided direction as necessary during office moves, staff or reorganizations.

Generated IT tickets for computer/telephone relocations and network jack activations. Coordinated with IT technicians during and after moves to ensure proper connectivity of equipment.

Performed customer service follow up with the customer after moves to verify everything is operational.

Maintained excess furniture inventory.

Property Administrator 2002 - 2007

Maintained records and control of all Company Owned, Contractor Acquired and Government Furnished Equipment (GFE) in accordance with applicable government regulations, supplements by agency unique regulations, company procedures and government relations.

Maintained records and logs of property and material received, transferred, allocated, held and disposed.

Coordinated property transfers; conducts periodic property inventories; and prepares reports of property status.

Investigated and reported all cases of loss, damage or destruction of

Company owned or Government property.

Ensured compliance with property control requirements as referenced in FAR subpart 45; the Government Property Control Manual and NPMA recommendations. Performed wall-to-wall physical

inventory/audits of all Company owned and Government property on the campus.

Provided guidance and training on property related issues.

Processed disposition of property through DCMA.

Shipping and Receiving Clerk 1997 - 2002

Received incoming shipments.

Counted items to ensure that the correct number has been received.

Recorded damaged or defective items and replace them according to company policies. Verified the amount and identification numbers of goods against purchase orders. Received orders in JIT purchasing/receiving database.

Contacted QA Representative to verify all GFE purchases.

Contacted the requester for pick-up.

Handled returns and exchanges by ensuring that reverse distribution processes are followed properly.

Ascertained that all outgoing shipments are properly labeled and that correlating documents are available with each shipment.

Selected the method of consignment utilizing knowledge of shipping procedures, routes, and rates.

Arranged for a carrier vehicle or pickup.

Maintained files of shipping records.

Traced missing or lost shipments.

EDUCATION

University of Colorado at Denver — Bachelor of Science, Business, 1986

ATTRIBUTES

Strong communication and people skills.

Uses analytical skills to organize and plan while paying attention to detail. A self-

motivated individual as well as a team player possessing leadership qualities who adapts quickly to new circumstances and environments.

Punctual and dependable.

Adept in Microsoft Suite; Word, Excel, PowerPoint plus Visio and Adobe Acrobat.