

**JIMMY R. WILLIAMS**  
527 Wire Road  
Darlington, South Carolina 29532  
[mjrwms@hotmail.com](mailto:mjrwms@hotmail.com)

(843) 395-1254 [H]

(843) 713-7469 [C]

## **SKILLS SUMMARY**

- **Logistics management/Supply Operations Planning**
- **Program/Project Development**
- **Policy & Procedure Creation/Implementation**
- **Data Collection/Interpretation/Reporting**
- **Productivity and Efficiency Improvement**
- **Contingency Planning and Quality Control**
- **Asset Management/Accountability**
- **Employee Supervision/Training**
- **Supply Chain Management**
- **Strategic Planning and Visioning**
- **Public Relations/International Affairs**
- **Team Building and Organizational Leadership**
- **Budget Administration/Disbursement**
  
- Over 30 years of progressive high-impact, high profile managerial experience in a fast paced, large-scale governmental environments combining cross-functional performance success in all facets of logistics and property accountability in international/domestic settings.
  
- Analyze and interpret complex assignments and operational problems; evaluate alternatives and apply effective action within the confines of applicable operational procedures and/or policies.
  
- Motivate and evaluate staff members; identify weak areas; develop relevant training programs
  
- Effective communicator, experience public speaker/presenter at all levels and to a diverse audience.
  
- Adaptable and flexible in fast-paced. Stressful, dynamic environment. Attentive to detail and articulate.
  
- Completed assignments in Korea, Germany, Norway, Honduras, Kosovo, Egypt and Kuwait
  
- Decisive and results-oriented; diplomatic and creative problem solver with long-range vision.
  
- **Computer proficiency:** Experience in utilizing MS Word, Excel and PowerPoint to input, integrate and display data. Experience user of:
  - Logistics Integrated Data Base (LIDB)
  - Property Book Unit Supply Enhancement (PBUSE)
  - Defense Property Accounting Systems (DPAS)
  - Command Asset Visibility and Equipment Redistribution Systems (CAVERS)
  - Force and Asset Search Tool (FAAST)

## **PROFESSIONAL EXPERIENCE:**

### **County Veterans Affairs Officer, Darlington County, South Carolina**

October 2009 – April 2013

- Assist veterans, their dependents, widows, and orphans in determining their basic eligibility and conditions of entitlement for all benefits covering compensation, and pension..
- Assists in preparation and submission of claims to the veteran's administration office.
- Conduct telephone interviews and personal interviews relating to veterans benefits and procedures; Answers routine correspondence.
- Prepares a variety of applications and forms; prepares difficult correspondence to any agency which requires direct reply by the veteran or their dependents.
- Supervises programs and develops working relationships with all Federal agencies
- Advises and provides technical assistance for filing claims per Title 38, US Code and 38 CFR.

### **Senior Supply Analyst (Contractor) Booz-Allen-Hamilton, Inc Sept 08 – September 2009**

- Senior Supply Analyst for a major Government Contracting Organization
- Supervised 7 Logistics Management Specialist in Supply Chain/management
- Provided guidance to the US Army Reserve Headquarters staff on all logistical issues
- Directed the movement of over \$1 million worth of equipment from Puerto Rico to the United States without losing accountability.
- Successfully managed the Logistics Operations of the US Army Reserve Headquarters.

### **Logistics Management Specialist, (Contractor) Logistics 2020, Inc Sept 07 – July 2008**

- Logistics Management Specialist for a major Government Contracting Firm
- Managed an Aviation Brigade, consisting of 4 battalions and 2 separate companies disperse in 4 geographical locations valued in excess of \$40 million.
- Managed the supply activity of 17 Aviation Support Facilities disperse in 14 states.
- Provided regulatory guidance and instructions to special staff and key personnel.

### **Brigade Property Book Officer, Fort Riley, Kansas May 2005 to September 2006**

- Served as Property Accounting Officer for a newly activated Modularity Light Infantry Brigade.
- Supported 34 Organizational units valued in excess of \$400 million dollars with 3400 soldiers.
- Supervised, trained and mentored 8 soldiers and two civilians.
- Develop Brigade wide Logistics seminar where all Logisticians with the Brigade received key training that enhance their competence and awareness of constant supply and procedural changes.
- Provide supervisory management for Preventive Maintenance Checks and Services for all Material Handling Equipment and tactical vehicles within the Brigade Fleet.
- Provided guidance to the command staff on current and future logistics systems, facilities, personnel, and equipment.
- Provided training in property book management, reports of survey and supply operations.
- Maintained effective connectivity with Division, Corps G4, LOGSA and FORSCOM G4.

### **Chief, Installation Material Management Center, Fort Riley, Kansas March 2003 to May 2005**

- Served as Division Property Book Officer for (IMMC) 24<sup>th</sup> Infantry Division (Mech)
- Managed 263,000 pieces of equipment valued in excess of \$8B; supervised and trained a staff of 30 soldiers and 8 civilian employees.
- Supported 43 organizations on Fort Riley and Fort Carson providing guidance to the Command Staff on current and future logistics systems, facilities, personnel, and equipment at locations worldwide.
- Maintained and accounted for \$8B worth of government equipment with no loss in accountability.
- Plan, direct, coordinate, manage, and review assigned areas of the logistics program to include operations and activities related to deployment, training, supply, transportation of material, operation of facilities and readiness.
- Managed formal accounting records for all Installation and facility support equipment.

- Directed the movement of hundreds of thousands pieces of equipment and \$170M in supplies throughout the US to ensure that deploying units were prepared to perform operational requirements in Iraq.
- Converted the 24<sup>th</sup> Infantry Division from the legacy SPBS-R to PBUSE in accordance with DA Guidance.
- Spearheaded the “War on Excess” concept in which \$2.4M worth of excess equipment was found and turn-in.
- Maintained real property inventory/key control for all equipment belonging to the Director of Logistics.

**Chief, Property Accounting Officer, Stavanger, Norway Feb 2001 – Mar 2003**

- Served as Chief, Communications Supply Depot for Joint HQ, North, Stavanger Norway.
- Supervised and managed 80 logistics accounts in 3 countries, Norway, England and Denmark.
- Supervised 5 multinational warehouses located in 3 countries with assets totaling 800 billion dollars.
- Provided regulatory guidance and instructions to special staff and ensure that Allied Command Europe (ACE) directives regarding supply policies were enforced.
- Supervised 5 multinational military logistical personnel and 15 Norwegian national personnel to ensure that all equipment belonging to NATO was properly accounted for.
- Managed NATO’s fleet of 108 vehicles for use by all Joint Personnel personnel and Special Staff.
- Served as the assistant fund manager for the Joint Headquarters

**Supply Plans and Operations Officer, Fort Riley, Kansas Feb 1998 – Jan 2001**

- Developed, reviewed and coordinate policy and procedures pertaining to supply operations for the 24<sup>th</sup> Infantry Div (Mech)
- Managed the supply operations for 83 organizational units on Fort Riley, ensuring that they adhered to the Army and Installation Logistics Policy.
- Prepared written correspondence pertaining to supply policies for approval by the COS and CG.
- Supervised and managed the administration of G4/DOL Report of Survey Program.
- Implemented the 24<sup>th</sup> Infantry Division (Mech) Command Supply Discipline Program and the Chief of Staff Supply Excellence Award Program for the Installation.
- Certified Hazardous Waste and Material Officer within the 24<sup>th</sup> Infantry Division
- Senior Logistics advisor for the 24<sup>th</sup> Infantry Division and Brigade Commanders on matters affecting property accountability and equipment on hand posture.

**EDUCATION:** Touro University (Cypress, California)

MPA, Public Administration [GPA 3.76], {cum laude} 2004

Upper Iowa University (Fayette, Iowa)

BS, Business Administration [GPA 3.1] 1996

Property Accounting Technician Warrant Officer Basic and Advance Course

Certified Veterans Affairs Officer