

Edward Bailey

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Team Building & Leadership • Training & Development • Strategic & Operational Planning • Client & Vendor Relationships
Business Analysis • Resource Allocation • Cost & Quality Control • Budgeting • Facility Management • Logistics Management
Production Control • Aviation Contingency Planning • Process Improvement • Regulatory Compliance • Status Reports
Technology: SARSS, Fed LOG, SPBSR, ULLS-A, ULLS-G, PBUSE, AWARDS, Microsoft Office Suite.

Professional Experience

DYNCORP – Various Locations

Supply & Property Manager (Bagram Afghanistan/ Camp Behring Kuwait), 2015 – 2019

Managed supply chain, storage and distribution of \$176M worth of goods across five sites across Kuwait and Afghanistan. Coordinated order cycle to maintain sustainability, and customer satisfaction. Monitored quality, stock levels, delivery times, and transportation costs. Organized warehouse, planned routes, processed shipments, troubleshoot inventory issues, and ensured compliance with government regulations and contracts. Trained, supervised, and mentored property teams and tool room employees, creating metrics to manage performance. Tracked relocated equipment and personnel movement using TRMS / ASTS systems. Conducted audits for adherence to protocols and generated reports to track movement and tools due for calibration.

- Developed and implemented property policy involving retrograde, ordering, issuing, and unaccounted property.
- Consistently achieved customer reporting, cost, productivity, accuracy, and timeliness targets.
- Negotiated favorable terms with suppliers, manufacturers, retailers, and consumers, resulting in reduced costs.
- Provided training in areas of opportunity to allow each program to develop processes and training for new hires.
- Ensured 100% inventory across all five sites and collaborate with company and military on property accountability.

WOMAN'S HOSPITAL – Baton Rouge, LA

Warehouse Manager, 2008

Managed medical center supply chain and allocated resources including procurement, distribution, and inventory management. Contacted carriers and other companies to negotiate needed equipment, dispatch load, and update tracking system. Developed progress reports for GPS trackers to be distributed to drivers. Coordinated stock to ensure accuracy of product inventory adjustments.

- Significantly reduced workplace accidents through effective training of warehouse staff in materials handling.
- Responsible for coordinating daily, weekly and monthly scheduling of maintenance plans.
- Analyzes maintenance repair specifications to determine tools, parts, and human resource requirements.
- Monitors parts inventory levels to achieve necessary levels.

L3 COMMUNICATIONS – Iraq

Supply & Production Control Supervisor/Property Book Manager, 2005 – 2012

Provided support in areas of supply & demand, transportation, maintenance, and services. Coordinated contingency transportation support requirements and capabilities with other agencies using GTN, Cargo Movement Operations System, Global Command & Control and ITV system. Operated Material Handling Equipment including fork lifts. Ordered and received materials / equipment using SARRSS and documented policies and procedures.

- Developed improved new plans, policies, and procedures that increased efficiency and productivity.
- Responsible for the supervision, motivation and training of the maintenance personnel within the area of assignment
- Achieved financial objectives by proactive budgeting, scheduling expenditures, monitoring costs, and variance analysis.
- Responsible for ordering parts according to lead times.

HALLIBURTON (KBR) – Iraq

Warehouse Supervisor, 2005

Supervised terminal clearance trucking, materials receiving, storage, records maintenance, and customer service teams to ensure timely operational shipments and delivery execution. Used Army Container Management System, Global Command, Control Personal Computer, and Defense Messaging Systems.

- Accurately verified materials against receiving documents noting and reporting discrepancies and damages.

- Assists Manager in interviewing, hiring, training associates, evaluating performance, rewarding and coaching subordinates
- Managing a team of 8-10; hiring; conducting performance reviews; training/coaching; delegating responsibilities
- Managing daily operations of end to end fulfilment process of receiving, put-away, picking and packing, shipping and returns handling

UNITED STATES ARMY – Various Locations

Installation Property Book Officer & Facility Manager, 1980 – 2005

Accountable for \$1B+ of government installation property. Collaborated with US Military on projects, monthly invoice payments, contractual issues. Consulted with Federal supply on identification / classification for proper shipping, documentation, and packaging.

- Allocated resources and coordinated teams / third-party contractors to deliver projects on time and on budget.
 - Assist in the development and implementation of the annual management plan; accomplish key performance indicators as identified by the Account Manager
 - Provide management and leadership to facility staff, including hiring and performance management
 - Develop and maintain a high-performance team including hiring, talent and succession planning, manager and individual development planning
 - Manages supervisors including hiring, promotions, recognition, discipline, and performance management. Plans, directs, and monitors performance objectives
 - Establish procedures, standards and performance criteria to oversee and manage the Facility Management responsibilities at the facility
 - Assist with the development and implement the annual management plan for the buildings within the area
 - Develop and manage facility operating budgets for the assigned portfolio, proactively track variances and manage within target
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Training & Development

Medical Management Information Systems • Facility Management • Property Book • Composite Risk Management
Hazardous Waste Materials Qualified • USAR Logistics Management • USAR SUPPLY Medical Assemblage
Personnel Supervision & Management • Operations Management • Leadership & Management
Civil Affairs, Enlisted • Class IX SAILS • Standard Army Intermediate Level Supply (SAILS)