

Joaquin "Jack" Molina

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YEARS OF EXPERIENCE

- **30 years**
- In-active **TS-SCI** Security Clearance

AREA OF EXPERTISE

- Administration Management
- Personnel Management
- Budgeting and Estimating
- Strategic Planning Materials Management
- Strategic Sourcing
- Training and Development,
- Budget Management,
- Forecasting,
- Microsoft Suite
- Safety Policies
- OSHA Regulations
- Payroll Management
- Time Management,
- Strategic Planning

EXECUTIVE SUMMARY

Retired Navy Commander (0-5) with 30 years of proven experience with measurable results as a military veteran leading various teams from 25 to 1,000 personnel in a dynamic, fast-paced environment. A recipient of multiple awards for outstanding performance and professionalism derived from conducting global operations in over 20 countries spanning three continents with the United States Navy while managing assets, property, equipment, and Projects valued over \$2.5 billion dollars.

Experience in senior-level management and operations in Supply Chain, Project-Program Management, and Logistics focusing on building a solid business practice. Utilizing strong leadership skills with industry knowledge within multiple organizations, both domestic and international operations while driving growth and revenue in various areas of business. Comprehensive knowledge in strategic planning, client management, prioritization, cost estimating, budget management, scheduling, training, and development. Managed various projects, Logistics operations, accounting, billing, payroll, and invoicing while exceeding the company's senior leadership expectations.

PROFESSIONAL EXPERIENCE

Regional Operations Manager

Northwind Engineering | Clermont, FL | **Feb. 2023 – Present**

As Regional Operations Manager responsible for Project Management and Business Development for the Florida region to include:

- Overall responsibility for project execution and site leadership of assigned project(s).
Development of strategies to meet and exceed budget, schedule, and performance goals for the specific task assigned.
- Profit and Loss for the region.
- Develop and update project execution plan, schedule, and budget, providing at least a 2-week look-ahead period for project superintendent(s) and personnel.
- Lead and manage site personnel to ensure safe, timely, and high-quality work execution.
- Develop existing client and strategic partner relationships in the region.
- Establish and develop new client and strategic partnership relationships in the region.
- Attend networking events for regional clients and organizations.
- Effectively communicate corporate capabilities, including oral presentations

and supporting digital/print materials, to current and potential clients and partners.

- Identify and track new project/program opportunities

Senior Director of Logistics

Metropolitan Ministries | Tampa, FL | **Apr. 2022 – Nov. 2022** (*Grant Ended*)

Responsible for the overall management and daily Logistic Operations within Metropolitan Ministries.

- Collaborate with all program leaders to ensure that Logistics team is meeting the warehousing, supplying, delivery and general logistics of all programs to ultimately meet client needs across Tampa Bay.
- Create and maintain warehousing best practices including quality assurance of all products, proper storage and timely usage, inventory, enhancement strategies for long-term success and safety programs.
- Oversee the Logistics Fleet Management plan including planning for future vehicles, rotation of vehicles, safety programs, servicing, and maintenance.
- Long term planning for all Logistics team equipment management including documented training on each piece of equipment, serving agreements, daily inspections, safety trainings.
- Lead the Driving team & programs leaders to enhance delivery optimization methods for programs and partner distribution as well has deliveries internally that provide good time and resource stewardship. Implementing new technology as needed.
- Develop and maintain internal & external customer service program for all Logistics staff, Volunteer Leaders and general volunteers that provides the highest level “Metro Spirit” for all partners, internal staff, and donors.
- Facilitates the stewardship of donations with program leadership including appropriate purchasing, usage of inventory in a timely manner, packaging and delivering products to be used by clients across Tampa Bay.
- Develop and maintain relationships with all local food banks, visiting and benchmarking against as needed as well as relationships with farms or other partners that can enhance the quality of product we provide to our clients.
- Assist in the development, implementation and maintaining of policies and procedures and Key Performance Indicators (KPIs) for warehouse and driver teams.
- Assist with the preparation of an annual budget and operating within that budget regarding the expenses for supplies, operating costs, utilities, salaries, and other budget necessities.

Fleet and Safety Compliance Manager

Kustom Inc. | Longwood, FL | **Mar. 2021 – Oct. 2021** (*Contract Ended*)

Responsible for overall management of the KUSTOM’s Fleet & Safety Programs across the United States. Coordinate all activities with regional and corporate leadership to ensure a maintained, safe, and productive fleet. Assist in the creation and implementation of the

KUSTOM's Safety Program manual, policies, and procedures.

- Maintain KUSTOM's Vehicle operations for 300+ vehicles, box trucks, and trailers across the U.S., including maintaining Corporate's Vehicle Master list, ensuring all vehicles have up to date registrations/tags, completing emissions tests on time, coordinate Department of Transportation (DOT) maintenance inspections, confirming installed & active GPS units, and any other task necessary to ensure KUSTOM's Fleet is running to its full potential.
- Retain organized & accurate records of Auto Accidents, including receiving necessary documentation from all involved drivers, contacting insurance adjusters, estimators, and organizing repairs; arrange subsequent payment of repairs. Routinely provide accurate & timely information on fleet updates including vehicle transfers, replacements, resale vehicles, and vehicle acquisitions. Locate, schedule, & coordinate movement of units for decal & GPS installation as well as delivery of vehicle to division offices on time. Manage total cost of ownership of fleet assets, making informed lifecycle decisions.
- Guarantee vehicles & equipment remain in compliance with varying regulations across multiple states, follow up as necessary to ensure DOT compliance & other issues are addressed effectively as to not deter operations.
- Partner with Human Resources to implement the LMS to facilitate training, coach employees violating vehicle policies and assist in creation of improvement plans to get driver's back on track. Supervise and maintain KUSTOM's Safety program. Plan and facilitate routine safety meetings for each office (i.e., Toolbox Talks), confirming each office submits employee sign-off sheets.

Assistant Project Manager

DBi Services Inc. | Orlando, FL | **Mar. 2020 - July 2020 (Contract Ended)**

Responsible for the Management and Operations of Complex Highway Maintenance Contracts with the Florida Department of Transportation (FDOT) valued over \$1.2 million dollars. Managed over 25 personnel including: Area Managers, Highway Technicians, specialty work crew, and administrative staff. Define and track project milestones while developing financial bench marking, developing cost-benefit analysis, maintaining, and reporting an overall integrated delivery plan. Responsible for managing, preparing, administering, and directing the control of the budget for large complex programs for FDOT.

- Conducts detailed financial analysis while interpreting, implementing proposal estimations, pricing, and documentation requirements for all project costs including invoices, materials, and equipment.
- Focus on continuous improvement to gain further efficiencies for project delivery while tracking the contract life cycle and ensures renewal before expiration while implementing senior management program guidelines, contract policies, plans, and procedures.
- Identified and resolved issues that impact an organization's efficiency and effectiveness while leading staff to meet established goals.
- Proven self-starter who can effectively strategic plan, design, and manage projects with multiple complex cross-functional areas and thrive in ambiguous environments while

monitoring contracts requirements to ensure proper expense management of operating profits are being accomplished.

- Instituted maintenance projects, programs, and plans with controls to monitor all fleet assets valued over \$550 thousand dollars with zero discrepancies.

Facility Manager

Reclim Nova LLC. | Lakeland, FL | **May 2018 –Nov. 2019**

Technical expertise in the area within client management, finances, accounting, facilities, roads, project management, construction, payroll and resource management while simultaneously client-focused with oversight of the operations to include: the facility, management of over 29 permanent and temporary staff, drivers, and maintenance personnel.

- Instituted plans and controls to ensure the achievement of facility production, quality, and safety goals.
- Authored and launched a safety program for the facility while providing exceptional customer service resulting in zero accidents in the third quarter of 2018.
- Expertly communicated the daily goals and objectives to the staff.
- Scouted, hired, coached, and retained the operations staff, permanent and temporary, partnering with Human Resource Department.
- Expertly managed payroll of \$250 thousand dollars for the facility.

Logistics Director

Tetra Tech. Inc | Maitland, FL | **Jan. 2018 –May 2018(Contract Ended)**

Worked with accounting offices, contractors, and clients to ensure that invoices and other financial documents for Logistics were processed appropriately. Writing, approving, finalizing invoices for billing, calculate fees that are due, and track the accuracy of all billing, invoicing records and extracting financial information from billing documents for entry in record-keeping software. The practice specializes in assisting local governments (federal and state) recover from disasters such as hurricanes, ice storms, wildfires, and other severe weather events while executing technical tasks that support critical project decisions. Responsibilities include but are not limited to, the following:

- Spearheaded the Incident Logistics Command section for FEMA Emergency Support Function #7 during periods of post-disaster emergency deployments.
- Expertly managed and directed eight Logistics staff personnel in the daily operations in support of deployed staff.
- Scrutinized the organization's travel patterns and expenses to reduce travel-related costs for activated field personnel. Resulting in cost savings of over \$250 thousand dollars.
- Directed all procurement functions in support of over 300 deployed staff and ensured all expense reporting complied with company policies.
- Championed the Logistics Standard Operating Procedures to address lessons learned from previous activations and improve operational efficiency.

Director of Logistics

United States Navy | Jacksonville, FL | **Nov. 2016 – Dec. 2017**

Responsible for the leadership, training, discipline, and welfare of over 1,000 Naval personnel while overseeing joint 45-member Operational Logistics Team resulting in the execution of 250 contracts valued more than \$2.5 million dollars with zero discrepancies. Managed an equipment inventory valued of \$50 million dollars while maintaining accountability of all staff, missions, projects, and weapons. Ensured all personnel were tactically prepared for all global operations and assigned tasks. Assigned personnel and exercised supervisory prerogatives, including tasking with projects, program responsibilities, and determination of deadlines for subordinates' work.

- Drove all pre-deployment, deployment, and redeployment efforts for 250 thousand tons of medical equipment and supplies to three countries.
- Systematically executed standard operating procedures resulting in the coordination of expeditionary contracts valued more than \$1.5 million dollars between all military services branches.
- Ensured documentation and reports were submitted timely, providing staff support, guidance, technical advice, and direction in all Department of Defense operations, missions, and training. Enforced operating policies, procedures, and plans to assure the efficient accomplishment of programs assigned to the command.
- Planned, conducted, managed, and delegated training while maintaining operational readiness when not deployed in combat or support assignments.
- Worked closely with commanders to establish training schedules and evaluate combat readiness of all assigned personnel while ensuring any detachment was proficient in operating the weapons and other equipment assigned to them.
- Responsible for directing the setup and operation of command posts, tactical interaction between small units, and coordination with adjacent units.

Joint Readiness Training Director

United States Navy | Tampa, FL | **Mar. 2013 –Nov. 2016**

- Produced the training and readiness of 250 personnel to include: Anti-Terrorism/Force Protection and current real-world operations. Governed 85 senior leaders, enlisted personnel, and civilian employees in the US and overseas in all aspects of readiness and training.
- Promoted the planning and execution of Joint Combined Exchange Training (JCET) and five large-scale multi-national exercises in accordance with Chairman of the Joint Chiefs Doctrine.

Deputy Director-Commander Special Operations

United States Navy | Tampa, FL | **Apr. 2015 –Apr. 2016**

Safeguarded the US National Interests and promoted Yemen's stability while strategizing the leadership of 19 personnel in officer mentoring, mission capability development, and interagency personnel coordination among eight Partner nations within the Middle East.

- Formulated effective plans to carry out ten tactical efforts that exceeded all long-term objectives within Central Command's Area of Responsibility while establishing and

enforcing updated policies while keeping the operation agile and responsive to changing conditions.

Deputy Director of Logistics

United States Navy | Tampa, FL | **Apr. 2012 – Apr. 2015**

Lead and commanded over 49 military officers, enlisted personnel, and civilian employees: 20 Continental US and 29 overseas staff in all aspects of Logistical and Supply Chain Management. While evaluating data to determine and maintain the most cost-effective procedures resulting in over \$1.7 million dollars in cost savings.

- Captured opportunities to reduce costs and improve productivity within the command.
- Established a Forward Logistical Operating Base and managed assets, property, and equipment valued at \$2.8 million dollars.
- Maintained an operating budget of \$1.8 million dollars with zero discrepancies throughout this period under my command.

Site Director - Southeast Regional Maintenance Center

United States Navy | Jacksonville, FL | **Mar. 2007 – Apr. 2012**

Embodied project manager's role for optimization projects, studies, and LEAN/Six Sigma efforts achieving \$1.2 million dollars in cost-saving.

- Handpicked to lead 25-member Logistics Response Team to Guantanamo Bay, Cuba deployment in support of Haiti earthquake relief, managed supply chain for 900 tons of bottled water, 600 tons of food rations, 38 tons of medical supplies, and 500 tons of general shipboard cargo.
- Assessed and addressed the maintenance requirements and the phasing of critical repair parts with limited funding, resulting in flawless delivery of 14,000 requisitions, including 980 Casualty Reports (CASREPs) valued at \$12 million dollars.
- Conserved \$3 million dollars in potential cost purchases by establishing General Service Multiple Award schedules that resulted in significant reduction of Fleet-Wide delay times.
- Identified over \$350 thousand dollars in cost savings via a highly visible planned, organized, and executed Integrated Logistics Overhaul.

Deputy Director and Naval Forces Logistics Advisor

United States Navy | Tampa, FL | **Jan. 2006 – Mar. 2007**

A vital member of the Office of Military Cooperation – Kuwait (OMC-K). Spearheaded the acquisition of over 130 pieces of personal Force Protection equipment, enabling OMC-Kuwait to maintain the highest level of force protection within the United States Embassy. Advised and executed Foreign Military Sales (FMS) cases valued over \$2.1 million dollars. Recovered over \$10 thousand dollars in cost saving by using resources to collect and distribute over 20 sets of Visit Board Search and Seizure (VBSS) equipment to the newly established Kuwait Coast Guard.

- Advised and supervised Kuwait personnel in the inventory of over 3,500-line items identified over 800 obsolete spare parts for disposition.
- Built Chiefs of Naval Operations vision of 1,000 ships by advising the country of Kuwait

- in all aspects of naval technology, maintenance, and Logistics requirements.
- Authored the Kuwaiti Naval Logistic Standard Operating Procedures that resulted in the selection as a member of the Board of Directors for the Kuwait Naval Academy.
- Implemented Enterprise Resource Planning system resulting in the zero discrepancies in all requisitions.

EDUCATION AND TRAINING

Webster University - **Master of Arts** in Management & Leadership (2009)
University of North Florida- **Bachelor of Arts** in Political Science, Public Affairs - *Cum Laude*
(2003)
Lean Six Sigma Green Belt (2007)

SKILLS

Microsoft Office (10+ years)	Forecasting (10+ years)
Material Management (10+ years)	Microsoft Dynamics (10+ years)
Strategic Sourcing (10+ years)	ERP Systems (10+ years)
Strategic Planning (10+ years)	Pricing (10+ years)
Project Management (10+ years)	Supply Chain Management (10+ years)
Human Resources Management (10+ years)	
Operations Management (10+ years)	
Budget Management (10+ years)	
Financial Management (10+ years)	
Warehouse Management (10+ years)	
Communications (10+ years)	