**­­­Frank I. Matager (Randy)**1234 Navy Road, Norfolk, Virginia 23501 (until 7/31/16)  
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OBJECTIVE

Project Manager (# 20141022) for Boeing Inc.

SUMMARY PROFILE

* Experienced in logistics for multi-million dollar projects
* Managed operations, including budget management ($3.2 million) and oversight of $3.8 billion in facilities and assets
* Streamlined organizational processes through six sigma
* Balanced goal attainment with team effort of groups from 5 to 500 members
* Qualified for Security clearance (active)

WORK HISTORY

United States Air Force (various locations) Aug 2000 - present

**Project Manager (Assets Storage Lead)**, Joint Base Elmendorf Richardson (JBER) - Anchorage, Alaska Apr 2010 - present

* Directed twenty-member department providing $30 million in supplies to international locations
* Improved delivery of all transportation operations to local and overseas locations, decreasing travel delays by 15%
* Streamlined internal processes, increasing delivery speed by 30%
* Authorized all shipments and oversaw tracking of all transported supplies, achieving record of zero losses per quarter in five consecutive periods
* Provided customer service to four military commands and twenty civilian agencies
* Accounted for $20 million in vehicles and equipment and oversaw all vehicle maintenance
* Trained over thirty staff on use supply management software, decreasing time to full competency with use
* Devised database forms to decrease errors in data entry; improved accuracy by 20% in 6 months

**Assostant Project Manager**, Eielson– Fairbanks, Alaska Aug 2005 – Mar 2010

• Directed planning and operations for 100 military staff across six functional area divisions

• Oversaw daily operations in cooperation with senior management from multiple departments

* Generated and presented monthly reports on all operational activities using video teleconferencing

**Assistant Operations Manager**, Sheppard, Wichita Falls, Texas Sep 2000 – Jul 2005

• Oversaw 35-member team and coordinated daily department operations

• Compiled, analyzed and presented data critical to strategic planning in person and via videoconferencing, webinars, and related distance technologies

• Trained and monitored all staff on safety and security procedures

• Effectively led a diverse team in managing $10 mill in equipment and supplies

• Communicated operational requirements to senior management, consistently meeting deadlines

• Spearheaded implementation of new operation management technologies, reducing budgets by 8% in one year

• Performed quality assurance checks for material shipments and equipment returns, decreasing errors 2% per quarter (12% total) through feedback to staff

* Retained oversight of Lackland Assistant Logistics position (concurrent staffing during first year)

**Assistant Logistics Manager**, Lackland, Texas Aug 2000 – May 2001

• Received commendations for inventory inspection with 100% accuracy rating

• Reorganized operations teams to maximize performance, reducing costs by 15%

• Earned Top-Performance Achievement Award for staff productivity

• Provided logistical support to over twelve military commands on the west coast

• Identified and resolved inventory issues resulting in a 10% reduction in costs

• Authored multiple process changes that streamlined delivery operations

• Created new equipment maintenance check points, reducing costs by $3,000 and increasing overall efficiency

• Generated monthly cost analysis reports and made recommendations for improvements

• Averaged 98% inventory accuracy level for three years and authored seven policy changes initiated by senior management to support accuracy in reporting

Prior experience available upon request

Fairchild, Inc., Dallas, Texas Jan 1995 – Dec 1998

**Supervisor of Accounts** May 1997 – Dec 1998

* Managed $4 million in military contracts, increasing revenues by 25% per year  
  Supervised 14 associates, assuring competency through annual training and quarterly quality control reviews, improving accuracy and efficiency by 12% per quarter
* Coordinated with 10 contracting staff to strengthen customer relationships with Fairchild’s military client accounts, decreasing days to contract award by 28 days
* Resigned from Fairchild to conduct family business

**Accounting Technician** Jan 1995 – Apr 1997

* Prepared and monitored 27 military contracts, developing a database reporting system that decreased errors and improved reporting time-cycles by 15%
* Submitted quarterly and annual budget reports, coordinating local and regional spreadsheet analyses

Prior work history in customer service and tourism available

EDUCATION AND TRAINING

Northcentral University, Prescott, AZ anticipated completion 2016  
 Masters in Supply Chain Management  
 18 of 36 credit hours completed  
  
Alaska Pacific University, Anchorage, AK 2004   
 Masters in Business Administration, Executive Program  
 Logistics Planning (6 credits)  
  
Penn State University, State College, PA 1992  
 Bachelor of Science in Business Administration

Project Management (12 credits + internship)

Professional Development

* International Logistics – Coursera and Stanford University 2014
* Six Sigma – Black Belt Certification - General Dynamics (provider to Ft. Eielson) 2006
* Contract Management Certification – American Logistics Management Association 2005
* Leadership and Strategic Analysis Courses 2002, 2003, 2004

PROFESSIONAL ORGANIZATIONS

American Logistics Management Association, 2000 – present

American Logistics Management Association, Alaska Chapter, 2000 – present

AWARDS AND DECORATIONS

Earned multiple achievement medals for performance and dedication

* Meritorious Service Award for personnel management and motivation, 2010
* Meritorious Service Award for workplace safety, 2008
* Leadership Citation of Excellence, 2007, 2006
* Award for Dedication and Service (More Award), 2005

VOLUNTEER EXPERIENCE

Rotary International, Anchorage Sunrise, Anchorage, AK 2010 – present

President, 2013 - present  
President Elect, 2012 - 2013

Susan B Komen Race for the Cure, Dallas, TX 1997 – 1999  
 Annual Fund Raising Planning Committee, 1999

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