

JAMES M. EDWARDS

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Fleet Management • Transportation & Trucking Operations • Vehicle Maintenance

Utilize comprehensive knowledge of transportation logistics and mechanical systems during the scheduling, maintenance, and troubleshooting phases of fleet operations. Serve as team foreman, which involves directing team maintenance and inspection procedures relative to mechanical systems and components. Monitor staff performance and site procedures for safety and quality compliance. Focus efforts almost exclusively on inspection, repair, safety, and quality assurance/control. Hold the ground-floor experience to transition into staff supervising and management roles that involves customer service/relationship building, staff development/management, hiring, project development/management, resource alignment, inventory management/cost control, and compliance. Manage and coordinate with millions in assets, such as the U.S. Army. **Extensive skill set**

*Multi-shift Supervision * Occupational Safety Trainer * QC Staff Training & Coaching * Facility Inspections * Performance DoD/OSHA/EPA Compliance * Inspection/Maintenance/Safety Project Management * Mechanical Troubleshooting * Final Inspe*



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SCOPE OF MANAGEMENT & OPERATIONS MANAGEMENT

The following represents a consolidated view of the management, support performed for more than 9 years within an industrial environment.

- ❑ **Repairs/Maintenance** — Inspected, repaired, and planned/executed preventative maintenance for a 20 truck fleet. Adhered to company policies and procedures during fleet maintenance activities, ensuring to follow OSHA, environmental protection (domestic and abroad), and overall occupational safety guidelines.
- ❑ **Human Resources** — Assisted the superintendence/senior management while employed with Centex Corp on select HR tasks, such as disciplinary actions, performance evaluations, and other personnel issues that effected efficiency and quality. Advised on scheduling and manpower coverage as needed.
- ❑ **Parts Inventory** — Audited, managed, and controlled the fleet's parts inventories. Followed lean inventory control measures to avoid unnecessary levels of on-hand parts, machinery, or mechanical supplies. Monitored inbound shipments against bill of lading or purchase order.
- ❑ **Safety Training** — Charged with performing safety trainings to approximately 20 mechanics and other on-site personnel. Conduct visual inspections of work areas and advise staff on improving safety measures. Utilize hands-on and job shadowing techniques when training new staff on daily job requirements.
- ❑ **Productivity/Efficiency Improvements** — As Foremen with Centex Corp, assigned with identifying human factors such as time spent on certain repairs and location of certain machines to increase workplace efficiency and reduce movements by mechanical personnel.
- ❑ **Technical Troubleshooting** — Identified and troubleshot complex issues with staff to aid during diagnostics and repair phases; mechanical, electrical, and hydraulics.

PROFESSIONAL CAREER

Appliance Foreman/Reefer Maintenance | The Centex Corp, WPAFB, OH | 2010 – present

Heating & Refrigeration Mechanic II | Wyle IS, WPAFB, OH | 2005 – 2010

HVAC Refrigeration Mechanic | KBR, Bagram, Afghanistan | 2001 – 2004

Laboratory Mechanic/Facilities Maintenance | U.S. Air Force, Iraq | 1999 – 2001

EDUCATION

B.S., Business Information Systems (68 credits) • Expected to Complete Fall of 2014

Ohio State University, Ohio, Dayton, OH

Equipment — Digital Multi-Meters, Arc Welding, Wire Welding, Remedial TIG Welding, Soldering, Brazing, Schematic Reading, Blueprint Reading, Heavy Equipment Maintenance, and Basic Heavy Equipment Operation

Industrial Training — Hold Universal Refrigerant EPA 608 and 609 Certifications; Attended Volvo Freightliner and Cummins Diesel Programs and ThermoKing School

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