**GORDON MOLINA**

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**PROFESSIONAL SUMMARY**

Construction Operations Professional and an Army Veteran leveraging 20+ years able to multi-task a variety of mission procedures/readiness, information technology (IT), and the development of engagements, placing the right personnel/resources to meet internal and external requirements. Possess a security clearance, comprehensive background in logistics, strategic safety engineering, process improvement, resource administration, and cross-functional guidance. Proven ability to combine vision, ingenuity, and strong business acumen with well-developed management and leadership qualities to support organizational effectiveness, reach, and overall expansion nationally and internationally. Managed specific budgets, equipment, assets, and programs valued at $5M while managing risk, safety, quality assurance, and compliance. Career supported by bachelor’s degree, military training, and operations.

* Operations Management
* Training | Development
* Manpower Planning
* Teamwork | Motivation
* Project | Program Management
* Quality Control | Assurance
* Process Improvement
* Security Clearance
* Budget Management
* Data | Trend Analysis
* Customer Service | Support

**LEADERSHIP PROFILE**

**Operations Management** – Managed the accountability, serviceability, and maintenance of United States Government equipment and supplies valued at $400M+ while maintaining an operational readiness rating of minimally 98%.

**Project Management** – Utilized an effective Composite Risk Management process to identify and analyze risk while developing mitigation measures that decreased the likelihood of accidents or safety incidents during operation. Resulted in 0 injuries or mishaps. Experienced in budget planning, quality assurance, quality assistance, project planning and task delegation.

**Training and Development** – A versatile and innovative management individual who is skilled at seeing the “big picture” while able to focus on the details throughout the entire process. Demonstrated ability to assimilate new ideas, concepts, methods, and technologies.

**PROFESSIONAL EXPERIENCE**

**United States Army | Various Locations 2012 – Present**

**Senior Construction Engineer**

Supervised general engineering activities related to all construction and utility operations. Assisted engineer personnel in construction planning, scheduling, and material estimating. Provided staff supervision and junior leader direction to units engaged in performing general engineering missions

* Assisted in the preparation of operation orders, standing operating procedures, and contingency plans
* Inspected construction and training activities; supervised performance of combat engineering missions
* Sustained material, maintenance and management of 30 items of equipment and engineer tools valued at over $3M
* Read and interpreted constructions drawings; estimated material, time, equipment, and labor requirements; prioritized and scheduled engineer taskings and efforts; supervised the construction and repair of wood, concrete, masonry, or prefabricated structures
* Supervised the installation and repair of utility systems; inspects structures and facilities for compliance with specifications
* Directed operator maintenance on assigned vehicles and equipment.

**Personnel / Operations Manager**

Accounted for a Construction Company that consisted of 154+ personnel and $30M+ in various types of equipment, gear, and specialized paraphernalia.

* Developed and implemented training plans in coordination with training sites and support units; created monthly planning agendas, Yearly Training Briefs, and Unit Status Report for secured documentation
* Maintained unit readiness through completion of taskers, DTMS maintenance, and provisioning of training; acted as a Physical Security Officer and an Equal Opportunity (EO) Advisor
* Managed 200+ personnel, instructed over 120 hours of Junior Leader Development Course for 42 junior managers, and led, planned, and hosted the Company Dining Out program for 250+ Soldiers and their Family members

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**Personnel / Operations Manager (Continued)**

* Created plans by adapting technology and best practices that aligned with the scope and vision of the organization to promote schedule, budget, and task completion; resulting in cost savings of $2M+
* Instilled a work climate of professional and personal growth; trained, coached, and mentored 3 direct personnel; resulted in the promotion of all members as Non-Commissioned Officers (NCOs)
* Improved unit additional duty openings for HAZMAT, SHARP, UMO, ATRRS School, and Master Driver; organized courses for 30+ attendees, increasing qualified members to 60+ personnel

**Senior Technical Engineer Manager**

Supervised or participated in construction site development to include technical investigation, surveying, drafting, development of construction plans and specifications, and quality control.

* Analyzed and interpreted field and laboratory tests on construction materials, construction, and geodetic surveys, and drafting for military construction; developed work schedules
* Determined soils stabilization method for construction use
* Supervised engineering activities relating to construction and geodetic surveying
* Compiled technical information and supervised subordinate personnel
* Prepared project progress reports and conducts project briefings

**Operations Manager**

Served as the Operations Manager that relays detailed information to operate the company via daily communication with department leadership.

* Monitored, communicated, and assisted in enforcing mission-critical production indicators, statistics, and solution plans
* Planned, coordinated, and tracked all training classes, battle assemblies, and extended training exercises
* Planned and tracked all organizational training data; archived training certificates for the entire organization
* Coordinated with all sections to plan and execute all operations; performed quality checks, and load planning, and coordinated with Motor Vehicle Manager and Department Leaders to support convoy operations
* Provided mission plans and timelines to command and department leadership
* Ensured monthly reports and presentations for the organization and training schedules are within compliance

**EDUCATION | CERTIFICATIONS**

**Bachelor of Science (B.S.)** Management Science | University of Maryland Global Campus

**Associate of Science (A.S.)** General Studies | Central Texas College

**SPECIALIZED MILITARY TRAINING**

Senior/Advanced/Basic Leadership Course | Joint Engineer Operations Course | Counter IED Course | Observer Controller Academy | Battle Staff Course | Security Management Course | Security Assistant Management | Equal Opportunity Leaders Course | Recruiting/Retention Course | Action Officer Development Course | Supervisor Development Program Course | Platoon Leader Maintenance Management Course | Combat Life Savers Course

**NOTABLE AWARDS**

Bronze Star Medal | 3 Meritorious Service Medals | Joint Service Commendation Medal | 7 Accommodation Medals | 3 Achievement Medals | United States Army

**TECHNICAL COMPETENCIES**

Software: Microsoft Office Suite 365 | SharePoint

Operating Systems: Microsoft Windows | Data Analysis | Data Management | Human Resources Software | Blue Print Design | Information Security