



APPOINTMENTS

Franklin Cultural Council

Jose Trevino
911 Washington Street

The Franklin Cultural Council has recommended the appointment of Jose Trevino to serve as a member of the Franklin Cultural Council with an expiration of June 30, 2020.

MOTION to ratify the appointment by the Town Administrator of Jose Trevino to serve as a member of the Franklin Cultural Council.

DATED: _____, 2017

VOTED:

UNANIMOUS _____

A True Record Attest:

YES _____ NO _____

Teresa M. Burr
Town Clerk

ABSTAIN _____

ABSENT _____

Judith Pond Pfeffer, Clerk
Franklin Town Council



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You

Date Submitted: September 5, 2017

Name: Jose L Trevino

Home Address: 911 Washington St
FRANKLIN, MA 02038

Mailing Address: 911 Washington St
FRANKLIN, MA 02038

Phone Number(s):

Email Address:

Current Occupation/Employer: Logistics Support Specialist/ Department of State, Diplomatic Security

Narrative: As a new resident of Franklin, I would love to be able to give back to this community.

Board(s) / Committee(s): Charles River Pollution Control
 Council on Aging
 CULTURAL DISTRICT COMMITTEE
 Design Review Commission
 Franklin Cultural Council

Jose Luis Trevino
911 Washington Street
Franklin MA 02038

EXECUTIVE SUMMARY

I served as a Senior Operations Manager with 11 years with honorable military experience as a member of the 75th Ranger Regiment, gaining expertise in Logistics and Operations Management as well as Tactical Strategic Planning. I have a proven record of profitability and cost efficiency in operations, management, and administration; consistently closing yearly fiscal accounts within tolerance of \$1,000.00. My excellent interpersonal communication skills, superior problem solving, and decision making abilities in a fast paced setting have allowed me to provide Radical Candor to both senior leadership as well as subordinates alike. As a highly capable manager with a keen logistical and analytical skillset, I have been able to succeed in a variety of environments with a global competency for foreign relations which have established future relations for ongoing operations. I have received various awards due to my ability to work with different organizations and branches of service which include a Joint Commendation Medal (JCOM), as well as a Joint Service Achievement Medal (JSAM). I am highly proficient using Microsoft Office Suite, as well as various civilian and military proprietary software programs with a special skill in both written and oral communication in English as well as Spanish. Currently I hold an active Government Top Secret security clearance.

PROFESSIONAL EXPERIENCE

U.S. Department of State
Diplomatic Security Service
Logistics Support Specialist

Boston, MA
November 2016 – Present

- Responsible for the maintenance and care of DSS's fleet of 50 vehicles
- Served as a Contracting Officer Representative (COR) for contracts pertaining to the Boston Field office (BFO) and assisted with the negotiations for such contracts
- Inputted and analyzed data through DSS's fleet management system on a monthly basis, while recording and trending data for management
- Created and updated SOPs to enhance the processes Special Agents used within BFO
- Created tracking systems for inbound and outbound shipments

U.S. ARMY

3d Battalion, 75th Ranger Regiment
Senior Operations Manager

Columbus, GA
October 2013 – March 2016

- Responsible for the morale, welfare, discipline and training of 12 enlisted soldiers and non-commissioned officers in an Airborne Ranger Support Company capable of deploying worldwide within 18 hours to conduct conventional or special military operations in support of U.S. policies and objectives.
- Developed contingency plans for a variety of combat scenarios while ensuring compliance with mission and training requirements
- Greatest responsibility was the professional development of all soldiers
- Counseled soldiers on performance, career progression and education opportunities
- Provided tactical and technical guidance to subordinates and professional support to both subordinates and superiors in accomplishment of their duties
- Inspected facilities and equipment to ensure operational and functional capabilities met the contingency operations plans set to mitigate reaction time in emergency situations
- Developed a platoon training plan and assisted in production and administration of files, records and reports
- Assisted in coordination and implementation of combat operations, training programs, and administrative and communications procedures
- Assisted in organization and operation of the tactical operations center
- Planned, coordinated resources, and set up multipurpose range complexes, for qualification exercises

2nd Battalion, 75th Ranger Regiment
Operations Manager/COR

JBLM, WA
April 2011 – October 2013

- Prepared status reports for senior leadership which pertained to resources and preliminary damage assessments of equipment
- Ensured 15 Rangers met emergency training requirements by initiating, attending, and tracking each individual's training path
- Served as a Contracting Officer Representative (COR) during forward operations, ensured timely progress of contract performance and to provided effective technical guidance and advice to the contracting officer
- Utilized my ability to document, analyze, interpret, and evaluate factors involved in contract administration
- Ensured compliance with AR 600-50, Standards of Conduct, DoD Ethics Supplement (DoD) Directive 5500.7-R and FAR 3.104, Procurement Integrity Act
- Performed periodical inspections and carefully monitored and kept the contracting officer informed of contractor performance of the technical requirements of the contract
- Ensured that in no event did the contractor furnish materials or services in addition to, less than, or different from those required by the contract
- Conducted formal after action reviews to identify emergency situations of Multi-Lateral Training (airfield seizures), Task Force Training, and common garrison events

Administration Manager/COR

April 2009 – April 2011

- Planned and scheduled manpower to meet the production schedule while establishing, administering, and maintaining on the job training and apprenticeship training programs
- Developed operating strategies, plans, and standard operating procedures; analyzed financial records to ensure that profit and loss were not out of tolerance from month-to-month and were in compliance for fiscal year.
- Directed and coordinated comprehensive logistical or reverse logistical functions for product life cycles, including acquisition, distribution, internal allocation, delivery, recycling, reuse, or final disposal of resources
- Managed 40 civilian personnel; ensuring all safety regulations were enforced, resulting in zero safety violations and zero man hours lost due to accidents during time served
- Created purchase orders averaging \$400,000 a month while making a cost analysis of the required items
- Identified equipment that has reached its life cycle or replacement due to wear and tear, and replaced or repaired similar equipment in order to fulfill the requirement for daily duty

Inventory Control Manager

June 2005 – April 2009

- Conducted a daily inventory of a revolving stockage level and created stockage level reports to ensure inventory was within the authorized quantity of reserves while maintaining accountability for 100% readiness
- Analyzed budget reports and procured the most cost beneficial products to provide a satisfactory product
- Trained and facilitated subordinates in the use of quality tool and techniques established and rewritten to continue to perform quality management.
- Ensured accountability of revolving stock with an average weekly value of \$75,000; resulted in zero loss
- Worked in conjunction with operations manager to develop the best manpower utilization rate and effectively communicated the needed requirements for approval
- Developed the training resources needed for supervisors to conduct training
- Assisted with the preparation of written reports dealing with the contingency plans which identified the degree of risk and provided corrective measures to improve plans

EDUCATION

Johnson & Wales University
Bachelor of Arts in Business, 2016

Providence, RI

PROFESSIONAL TRAINING, LICENSES, AND CERTIFICATIONS

Principles of Management, 2015
Human Resource Management, 2015
Service and Production Operations Management, 2015
Ethics of Business Leadership, 2015
Business Law, 2015
Lean Six Sigma, Yellow Belt, 2015
Antiterrorism Awareness Training, 2015
Sexual Harassment/Assault Response Prevention Training, 2015
Jumpmaster School, 2012
Advanced Leadership Course, 2012
DAU- Contingency Contracting, 2010
DAU- Mission Focused Contracting, 2010
Certified Food Manager, 2009
Warrior Leadership Course, 2009
Team Leader Course, 2009
Emergency Medical Technician, 2008
Ranger Indoctrination Program, 2006
Airborne School, 2005

Language Skills:

Spanish, Advanced

References:

CSM William Richards 253-359-5218
MSG Jason Hughes 253-255-9816
Scott Winrow 617-827-0623