

James Gibson

P.o Box 600282

Dallas TX 75206

469-742-3818

WORK EXPERIENCE

EH & S, Facilities, Maintenance, and Security Manager

BeautiControl- Carrollton, Tx- Jan 2017 – Present

Develop, implement and maintain various EH&S programs. The term "programs" consists of EH&S policy and procedure development, inspections, record-keeping & documentation, training, reporting and permitting.

Direct the coordination and implementation of all applicable EH&S regulatory programs (e.g. OSHA, TCEQ, EPA, DOT, etc.) throughout the facility in an effort to ensure safety and regulatory compliance, including all items in the Tupperware EH&S Technical Review

Direct all Facilities and Maintenance functions so that the facility is operated and maintained in a safe and highly functional manner. Duties include the development, implementation and management of a preventive maintenance program, tracking of projects/work orders, delegation of duties to facilities and maintenance personnel and ensuring that all installation and/or repair schedules and deadlines are met.

Provide leadership and direction to direct reports as it relates to EH&S, facilities, maintenance and security activities.

Recruiter II

IBM - Frisco, TX - December 2015 to December 2016

Develops candidate interest for available positions and client companies

Identifies target companies, user groups, professional associations which could inform search parameters

Develops a network of referrals

Uses networking opportunities such as local community groups or professional associations to identify referrals for qualified candidates

Manages projects including; email marketing, competitor organizational chart mapping, mapping professional and alumni associations, social media, cold calling, and social activities

Assessing need, organizing, and running information career webinars and campaigns

Determines advertising venues

Identifies user groups and professional associations which could lead to qualified candidates

Performs other administrative tasks as needed

Keeps Applicant Tracking System (ATS) updated at all times

Performs other miscellaneous duties as required by management

Advanced Taleo Experience

Regional Director of Eh&S Facilities, Maintenance and security

Throttle Monsters Inc - Newport Beach, CA - January 2013 to November 2015

As a facilities manager my duties were multi-Unit management. I oversaw 33 stores between California and Texas.

Mentors, develops, and coach direct reports to improve leadership strength and assist in achieving career growth

Prepares and presents project proposals to senior BU and corporate management for review and approval

Drive strategy and direction for site operations consistent with global program guidelines and vision; think globally, execute locally.

Manage third-party contractors/vendors engaged in operating and maintaining warehouses

Assures capital projects, operations projects and reconfigurations are managed successfully with outstanding customer service

Ensures all facilities are operated and maintained in alignment with established standards and procedures

Further develops standards and procedures as business and customer needs evolve

Responsible for overseeing activities of contractors executing facilities services. Conducts regular, formal site condition inspections and solutions any one-off and systemic deficiencies identified.

Responsible for managing facility programs such as reception, mail/post services, space management. Drive and Support special projects and strategic initiatives for the portfolio.

Collaborate with cross-functional partners such as HR, IT, Corporate Security, Safety/Emergency, and Preparedness. Also, business Assurance and business Continuity plans.

Facility Operations Director

Mastec - Dallas, TX - April 2011 to December 2013

Optimize and oversee all warehouse activities including: warehousing, inventory management, product storage and location, pick, pack and load operations, facilities, vehicles and waste management. Continually direct these operations to achieve budgeted results and other financial/management criteria to preserve the capital funds invested in the enterprise.

Design and fully implement effective means of product storage and organization, addressing racking and shelving needs, bin size and labeling, and executing physical inventory counts.

Flawlessly implement and improve visual markers for process management, such as floor marks and signage for material staging from receipt to put-away and pick to shipment.

Efficiently manage truck shop personnel and workflow including an on-going preventive maintenance program, and repair or outsourcing of repair of fleet vehicles, to meet all compliance and safety requirements. Mentor and coach personnel necessary to guarantee excellent vehicle and shop performance.

Develop and implement warehouse operation and fleet management KPI's and continually monitor and analyze. Oversee and analyze cost and effectiveness of storage, delivery, and distribution activities.

Actively participate in the development and preparation of short-term and long-range plans and budgets based upon broad organization goals, objectives and expectations. Recommend adoption to the Chief Executive Officer.

Clearly translate strategic plans to critical staff to ensure support. Consistently monitor and make recommendations and modifications in response to changing internal and external factors.

Direct the development and execution of procedures and controls to promote enterprise safety, promote immediate and open communication and adequate information flow, thereby solidifying leadership and direction of the enterprise.

Be vigilant to ensure that all activities and operations are performed in compliance with local, state, and federal regulations and laws governing business operations.

Drive unquestionable customer satisfaction while maintaining a reasonable cost structure and budget adherence.

Determine the most cost-effective or efficient means of distributing and storing products.

Inspire and manage high performing warehouse, fleet and logistics teams through schedule preparation, effective coaching and development and ensure a culture of learning and improvement exists throughout departments.

Lead all enterprise safety initiatives and strategically address any issues immediately. Responsible for the development and successful implementation of an emergency response plan in the event of an emergency.

Development of annual and long-term cap-ex plans for fleet, warehouse and facility needs.

Create and continually uphold the highest standards of excellence in safety and customer service.

Expertly develop significant and relevant metrics to monitor continuous improvement of all associated processes and procedures.

United States Marine Corps - July 2007 to August 2012

Logistics and Project Manager

Planned, directed, coordinated purchasing, warehousing, distribution, forecasting, customer service, and planned operational services. Managed, trained, and supervised logistical personnel, all logistical systems and directed daily operations as the project manager.

EDUCATION

Associates in Business

Central Texas College - Killeen, TX

MBA in Business management/leadership

New York University

MILITARY SERVICE

Service Country: US

Branch: Marine Corps

Rank: SERGEANT