

Justin Holt

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Professional Summary

Trained professional Soldier with a strong work ethic, interpersonal communication skills, and leadership. Trained Operations Manager in the following areas: logistics operations and supply chain management processes, human resources practices, planning, driving organizational results, analyzing systems, organizing training programs, streamlining processes, scheduling, and financial accountability in a highly effective organizational culture. Additional qualifications include: Adaptive Leader & Planner, Leadership, Training and Development, Problem Solving, Highly Adaptive, Driven Professional, Decision Making, Microsoft Word/ Outlook, Microsoft PowerPoint, and Microsoft Excel.

Education

- North Carolina State University Agriculture Institute **01/19/21- Current**
 - General AG, focus on Livestock Management
- University of North Carolina at Pembroke **05/2010**
 - Bachelor of Arts -Criminal Justice with a minor in Geography

Work Experience

Executive Assistant

01/2018-06/2020

United States Army – Fort Campbell, KY

- Project management and administrative tasks for the Battalion Commander
- Managed six Microsoft Outlook Calendars

Logistics Operations Manager

06/2016-12/2017

United States Army – Fort Campbell, KY

- Served as lead oversight, managing all day- to- day operations, of 91 employees.
- Forecasted, ordered, fulfilled, transported, and delivered all ammunition requirements for job-specific training.
- Managed and validated all transportation movement requests in support of 600 persons within the organization.
- Maintained quality control of fuel transported, received, and issued with no loss or incident.
- Conducted convoy operations and training events
- Supplied field artillery units with fuel, ammunition, and food to sustain ongoing field operations.

Logistics Operations & Property Management

11/2013-06/2015

United States Army – Hunter Army Airfield, GA

- Supervised material flow, storage, and order fulfillment in support of more than 400 employees, 200 vehicles and 30 helicopters).
- Implemented, supervised and executed a plan to help save the Organization 30 million dollars in equipment cost.
- Maintained accurate stock records and schedules to ensure property accountability and timely delivery.
- Sole monitor of the Supply Discipline Program to ensure proper logistical practices, such as turning in outdated equipment. Developed schedules, timelines and contingencies to ensure prompt delivery of equipment, goods, and services.

- Developed, planned, and oversaw execution of equipment divestiture that increased man-hour production.

Operations Management/ Department Director

12/2012-06/2013

United States Army – Hunter Army Airfield, GA

- Led, resourced, trained, and validated training of more than 60 employees to ensure they were combat effective.
- Deployed 60 employees to Afghanistan for Operation Enduring Freedom.
- Maintained a property book with more than 2,000 items valued at more than 4 million dollars without loss or incident.
- Oversaw field and sustainment maintenance, services, man-hour allocation, and training for maintenance Soldiers.
- Advised senior leadership on all training, tasks, issues, procurement, maintenance, fuel, and supply operations.
- Provided leadership and guidance to Soldiers to accomplish tasks in a timely manner.
- Developed and prepared unit standard operating procedures.

Operations Management/Executive Officer

12/2011-12/2012

United States Army – Hunter Army Airfield, GA

- Managed accountability, proficiency training, and overall well-being of 104 employees.
- Maintained 100% property accountability for more than 1,200 items and 17 million dollars.
- Conducted inventories and property accountability checks for more than 1,200 items and 17 million dollars quarterly.
- Managed supply operations and the continuous flow of property between multiple organizations without loss or incident.
- Provided leadership and guidance to Soldiers to accomplish all identified tasks in a timely manner.
- Developed standard operating procedures for Human Resources, Arms Room, Maintenance, and Supply personnel

Operations Management/Platoon Leader

10/2010-12/2011

United States Army – Fort Carson, CO

- Managed accountability, proficiency training, physical fitness, and overall well-being of 48 employees.
- Trained employees in proper reconnaissance, identification, and rendered safe techniques for munitions.
- Mentored employees and led career guidance initiatives for advancement opportunities.
- Managed supply operations and ensured all property was properly inventoried and secured.
- Deployed to Iraq to advise and assist the Iraqi Army on proper handling techniques of munitions.
- Supported joint force initiatives for training, assessments, and broadening opportunities.
- Led retraining classes and assisted in the concurrent training of 48 Soldiers to assist their learning and development.

Infantryman(11B)

North Carolina Army National Guard

07/2003-05/2010

United States Army-Lumberton, NC

- Deployed during Operation Iraqi Freedom Conducted convoy security operations.