**Andres F. Avendanolopez**

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**PROFILE**

Seasoned Logistics and Administrative Management professional with 25-years of demonstrated success in the areas of logistics, supply chain distribution, equipment and materiel management, office management, warehouse management, Enterprise Resource Planning (ERP) and Materiel Management Systems Integration. Served in sensitive office support positions in U.S. Embassies in Mexico, Chile, and Manila as a member of the Defense Attaché Office, a part of the Defense Intelligence Agency (DIA). Seeking challenging overseasposition that will make maximum use of my previous administrative/logistics/operations management experience and training. Current **Top Secret/ SCI Security Clearance**. Core competencies include:

\*Logistics Management \*Intelligence Operations \*Embassy Staff Operations\*Support Planning

**EDUCATION**

**Formal**

Bachelor of Science, Business Administration, University of Maryland University College (20 Course Credits to go)

Associates of Applied Science, Supply Chain Management, Coastline Community College, AL

**Professional/Technical Training** (Selected)

Master Leader and Management Course

Military Diplomatic Attaché Training Course

Demonstrated Logistician Specialist

Senior/Advance Leadership and Management Courses

Army Recruiter

Unit Level Logistics System-Ground (ULLS-G) Operator Course

HazMat Familiarization & Safety officer

Fluent in the Spanish Language

**PROFESSIONAL EXPERIENCE**

**May 1997 –Present UNITED STATES ARMY**

***Senior Operations Manager, 626th BSB, Fort Campbell (April 2022-Present), 60 Hours per Week***

Serves as the Senior Operations Manager

* Oversees organization operations and taskings for the Director and Senior Supervisor.
* Provides operational/administrative/logistical support to the Director and Company level Supervisors.
* Serves (in absence of the Senior Supervisor) as the acting Senior Supervisor for organization.
* Established the company standard of operations procedures.
* Provides guidance to employees as a Senior upper-level manager in the organization.

***Operations Manager, Defense Attaché Office, U. S. Embassy Philippines (July 2019-April 2022)***

Served in a joint duty assignment as an Operations Manager for the U. S. Defense Attaché Office (USDAO) Manila, Philippines.

* Oversees office information management systems to facilitate dissemination of strategic-level information reports.
* Provided operational/administrative/logistical support to Senior Defense Official (Defense Attaché).
* Facilitated logistical support to senior U. S. Department of Defense (DoD) and government officials visiting Manila.
* Liaised with the Embassy staff offices and Government of the Philippines Defense Officials on a weekly basis to ensure the USDAO mission needs are met.
* Processed Defense Intelligence Service clearance requests in support of military-to-military engagements emergency operations and search and rescue missions. Managed security requirements in a Controlled Access

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Area. Received, shipped, transported and maintained accountability of pouches containing classified and sensitive material.

* Assisted in managing the office property book with 100% accuracy and zero loss of equipment valued at $900,000.
* Established USDAO Manila COVID-19 evacuation procedures ensuring a smooth departure for members and their dependents.

***Reporting Senior’s Comments: “Master Sergeant Avendano is in the top 5% of all Joint Operations NCO’s I have senior rated over the past 28 years.”***

***Operations Manager, Defense Attaché Office, U.S. Embassy Chile (July 2016-July 2019)***

Served in a joint duty assignment as an Operations Manager for the U. S. Defense Attaché Office.

* Oversaw office information management systems to facilitate dissemination of strategic-level information reports.
* Provided operational/administrative/logistical support to Senior Defense Official (Defense Attaché).
* Processed Defense Intelligence Service clearance requests in support of military-to-military engagements emergency operations and search and rescue missions. Managed security requirements in a Controlled Access Area. Received, shipped, transported and maintained accountability of pouches containing classified and sensitive material.
* Assisted in managing the office property book with 100% accuracy and zero loss of equipment valued at $850,000.
* Developed an Excel budget program to easily track and manage the DAO travel funds which resulted in zero deficiencies.
* Improved quality of engagements by advising Chilean military in planning and executing multi-national events.
* Filled Operations Coordinator assignment for 30 days at the DAO U. S. Embassy Kingston, Jamaica ensuring continuity of operations with DAO Washington, D.C.

***Reporting Senior’s Comments: “Master Sergeant Avendanolopez is #1 of two Operations Supervisors and among the top 10% of NCO’s I have senior rated during my 19-year career.”***

***Operations Manager, Defense Attaché Office, U. S. Embassy Mexico, (June 2014-July 2016)***

Served in a joint duty assignment as an Operations Manager for the U. S. Defense Attaché Office.

* Managed DoD aircraft operations in-country including processing of diplomatic clearances, airport coordination, and crew support for each mission.
* Coordinated support for U.S. delegations by serving as the USDAO point of contact for all visitors providing administrative and logistical support as needed.
* Liaised with embassy staff offices and Government of Mexico Defense Officials on a daily basis.
* Managed the office property book with 100% accuracy/zero loss of equipment valued at $2.2 million.
* Recognized as subject matter expert throughout the office and mission with counsel being sought before executing important missions.
* Cited for demonstrating extraordinary networking and interpersonal skills when liaising with dozens of U.S. Government agencies in Mexico.

***Reporting Senior’s Comments: “He is one of the most effective NCO’s I have ever served with in DIA. His aptitude for mission accomplishment, and propensity to accomplish the mission 100% of the time has made him mission essential to the operations of one of the largest USDAOs in the world.”***

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***Material Management Supervisor, Fort Campbell, KY/Afghanistan (June 2011–May 2014)***

Selected as Material Management Supervisor to a Supply Unit in a Support Organization that was part of the 101st Airborne Division managing property from 500+ thousand to 2.5 million dollars.

* Served as Manager of a Supply warehouse during a temporary relocation to Afghanistan supporting U.S. and Coalition forces with equipment and supplies during Operation Enduring Freedom.
* Selected while in the organization to serve as a member of a Special Forces Assist and Advisory Team to the Afghan National Army training them to manage their supply system to avoid losses while building a proper logistical management system.

***US Army Senior Recruiter Manager, Miami Recruiting Organization, Miami Fl (June 2008-June 2011)***

Served as the Army's ambassador within the community; recruited, determined applicant enlistment eligibility.

* Counseled applicants on enlistment programs and options, prepared enlistment applications, and processed, qualified applicants to enlist in the Army accounted for and prepared Future Soldiers for initial entry training.
* Implemented and conducted Army awareness programs throughout an area covering 73 square miles with a population of 300,000; maintains a network of influencers to include parents, educators, and community officials in 2 high schools and 2 colleges.
* Directed and lead an Army recruiting station consisting of 5 Active Army, Army Reserve and newly enlisted Soldiers; was responsible for the professional development of the office team and accountable for the morale, health and welfare of employees; implemented and maintained the recruiting station management system; maintained control and accountability of government property valued at $100,000.

***Organizational Training Manager, Okinawa Japan (May 2005-May 2008)***

Maintained all training support materials; prepared materials for advising the supported organization Directors on military education requirements and forwards applications for Army Service schools.

• Provided the information required for the organization status report; attended all organizational training meetings; developed and published organizational training calendar and schedules; forecasts and secured training resources to include training sites.

• Developed and maintained all training records; operated the Army Organizational digital training record system; maintained positive control of over $80,000 worth of equipment.

***Automated Logistics Specialist, US Army (May 1997-May 2005) 50-60 Hours per Week***

• Provided technical guidance to lower graded personnel; ensured that inventories and location surveys were performed in accordance with established procedures; instructed warehouse personnel in loading, unloading, segregation, dunnage, palletizing, and selection of stock and storage areas.

• Performed property disposal storage functions; ensured application of special procedures for handling, storing, packaging and shipping retrograde material; retrieved and analyzed history and activity files pertinent to system rejected documents.

• Vehicle and Aviation Maintenance Logistical Supply Clerk 1997 2001 Fort Hood TX/Aviation Maintenance PLL clerk Wheeler Army Airfield Hawaii 2001-2004/Overseas Logistical Warehouse Manager 2004-2005.

**AWARDS/ACHIEVEMENTS**

* Recipient of 14 Department of Defense, Department of the Army Commendation and Achievement Medals and the Joint Services Commendation Medal for outstanding performance of duties in the Logistics and Materiel Management fields during course of career.