



## JAMIE HARWICK

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# TEAM LEADER

## Improving Productivity by Optimizing & Empowering the Workforce

**A Tenacious, Mission-Oriented Leader** – with extensive experience mentoring employees, solving complex issues, and serving as a liaison between management and staff, corporate and clients, and within internal departments. Proven background developing policy and advising company executives on organizational and human resources issues.

Expertise in the creation and delivery of educational programs, technical and procedural training, and leadership development while delivering the information, skills, and empowerment employees require to accomplish team and organizational goals. Intense enthusiasm for service and entrepreneurial spirit. Active secret security clearance. Retired with honor as a Master Sergeant from the United States Air Force.

## CORE COMPETENCIES

- Multi-Functional Team Leadership
- Strategic Vision / Tactical Execution
- Emergency Management / Health & Safety
- Teambuilding / Development / Training
- Warehouse / Shipping / Receiving
- Performance Optimization & Improvement
- Project Management
- Asset / Inventory Management
- Material Planning / Scheduling

## PROFESSIONAL EXPERIENCE

### Raytheon Missile Systems | Tucson, AZ

2018 – Present

*A technology and innovation leader specializing in defense, homeland security, and government markets globally.*

#### Preventative Maintenance Planner

Responsible for the planning and support necessary for preventative maintenance and load testing activities on tooling, test, and material handling equipment. Plan and schedule maintenance work orders, liaise between preventative maintenance technicians and customers, and provide technical assistance. Manage the input and extraction of data from the tracking database. Monitor team performance to ensure high levels of productivity.

### Mission Continues | Tucson, AZ

2018 – Present

*A nationwide program empowering veterans to uniquely impact local communities.*

#### Community Leader

Lead a community of service-minded veterans, identify donors, develop funds, and plan community projects and events. Recruit military veterans to join the program. Ensure engagement of members via service, support, and events. Oversee and plan service projects. Maintain a calendar of events.

- **Launched the first grassroots platoon** in the Tucson area to support more than 61,000 veterans.

### Hocking International Labs | Pipestone, MN

2018

*One of the leading chemical manufacturers in the U.S.*

#### Environmental Health & Safety Specialist

Developed an EHS program. Ensured compliance with ADA, EPA, and OSHA. Implemented measures to prevent health and safety hazards. Inspected worksites, recommended corrective and preventive methods, educated staff, and investigated incidents and accidents. Handled hazardous chemicals. Supervised a staff of two cleaning technicians.

- **Improved safety systems** via inspection, observation, incident investigation, leadership, and accountability.
- **Enhanced employee health, safety, and welfare** by facilitating education, leading behavioral change, generating cultural support, and driving the continuous process of safety improvement.
- **Minimized onsite illness and injury** by devising and introducing educational and interventional programs to include ergonomics and behavioral safety.

*“Train people well enough so they can leave, treat them well enough so they don’t want to.”*  
–Richard Branson

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**Fey Industries | Edgerton, MN****2017***A light manufacturing company producing products and packaging.***Manager of Training & Development | Manager of Warehouse, Shipping, & Receiving**

Created a customer service roadmap. Facilitated customer interaction training for sales and service associates. Trained, coached, and mentored personnel. Oversaw a team of six in shipping, receiving, and warehousing. Created and managed the budget for warehouse supplies. Assisted in building the annual capital campaign for replacement of equipment.

- **Promoted to training and development manager** from the position of warehouse / shipping / receiving manager. Held both positions simultaneously and performed the duties and functions of both roles.
- **Restructured storage layout in the warehouse**, eliminated outdated products, and improved the storage plan based on production, which resulted in a decrease in production time as well as time to delivery materials while enhancing warehouse efficiency and space.

**UNITED STATES AIR FORCE EXPERIENCE****Superintendent – Explosives Systems | Davis-Monthan AFB, AZ****2016**

Led a team of 14 professionals in three work centers. Directed material logistic support for 83 military aircraft. Coordinated inventory data integrity. Validated inventory combat and control. Validated operational readiness for 146 staff.

- **Managed 3,100 parts and a stockpile valued at \$56 million**, responsible for 44 facilities, 175 acres, five explosive operations sites, and more than \$43 million in vehicle / equipment fleet.
- **Instigated the repair and replacement of \$304,000** in land mobile radios to ensure the explosive operations maintained real time communications.
- **Led support for two short-notice rescue missions.**
  - Reinforced and supplied munitions to Air Force Combat Search and Rescue resulting in saving two lost hikers and eleven international mariners.
- **Directed explosive incident notification and response** to locate, remove, and destroy live ordinance to prevent additional loss of life and injury to civilians.

**Manager – Explosives Logistics | Davis-Monthan AFB****2015 – 2016**

Guided a team of 13 staff members in providing munitions and equipment support for 105 aircraft and nine helicopters. Managed the weekly flying schedule requirements. Updated the asset database with flight and expenditure data. Responsible for the largest Air Force stockpile valued at more than \$9 million.

- **100% pass rate** achieved in 14 higher headquarters inspections of an \$85,000 program by overhauling 210 keys and high-security locks within 43 buildings.
- **99% on time munitions delivery rate** accomplished by evaluating requirements and revising the scheduling process.
- **Mentored three crewmembers** resulting in promotions to senior-level positions. Authored 15 awards packages for team members for a 100% win rate at various levels.

**Senior Advisor / Human Resources Manager | Davis-Monthan AFB****2012 – 2015**

Served as the primary advisor to the department head on morale, discipline, and professional development for 900 team members. Administered employee programs. Provided leadership to supervisors and associates. Responsible for the 900 crewmembers and families. Counseled staff and ensured adherence to regulations, standards, and policies.

- **Provided counsel and support to 900+ staff and family members** to alleviate concerns to allow airmen to focus on the mission at hand.

**Director of Residential Leaders / Residential Advisor | Davis-Monthan AFB****2009 – 2012**

Counseled senior management on issues of health, morale, and welfare of 775 unaccompanied aircrew. Managed and maintained a 95% occupancy rate for 777 beds in nine buildings. Initiated authority for pay changes. Supervised a staff of nine and maintained a \$500,000 annual budget. Responsible for \$800,000+ in dorm assets.

- **\$15 million special project managed** to construct a new dormitory facility.
- **Nominated to speak** at a Department of Defense housing conference to an audience of more than 1,000 on use of customer service best practices and tactics to improve quality of life for Air Force personnel.

*Additional USAF Experience 2005 – 2007***EDUCATION**

**Master of Arts in Industrial & Organizational Psychology ~ Expected 2019**, Touro University  
**Bachelor of Arts in Interdisciplinary Studies**, American Military University