

**OBJECTIVE:** To enhance the growth and development of the organization and always maintain integrity and ethics at all times; to share my knowledge with my colleagues; to achieve the highest level of efficiency in administration and in my personal life.

***EMPLOYMENT PROFILE & EXPERIENCE:***

**Swissport Ltd. – August 2023 to September 2024**

**Manager Fleet GSE Maintenance.**

- Partner selection and negotiation for outsourcing and subcontracting, application of global maintenance policies
- Ensure effective planning methods for manpower and equipment
- Promotions, performance tracking vs. standards, pay and incentive scheme definition, training programs
- Negotiation of SLA, consulting on equipment replacement/reallocation, problem management, periodic performance reviews, overall responsibility on customer billing etc.
- Definition of the yearly budget and medium term strategic plan
- Ensures the compliance with all legal/safety regulations both in terms of local country legislation as well as Swissport standards
- Verifies through the system whether the equipment maintained is under manufacturer warranty and manages appropriate claims

**MV Transportation Ltd. – December 2022 to August 2023**

**Fleet Maintenance Supervisor**

- Coordinate with the Maintenance Manager, other Maintenance Supervisors, and assigned Maintenance Leads to schedule and/or resume vehicle maintenance on assigned shift. Maintains close communications with Operations, to respond to road calls in a timely manner. Dispatch mechanics, and schedule repairs in an expedient manner.

- Reviews work orders for accuracy and ensure production schedules are met. With prioritization, safety, quality, and efficiency foremost, the MS estimates productivity times and establishes or adjusts shift employees' production schedules.
- Conduct pre-shift meeting with employees to communicate, prioritize, assign, adjust and interpret for vehicle inspection, servicing, repairing, and cleaning.
- Supervise Maintenance Department employees and productivity to ensure accurate and timely completion of job assignments and cleanup activities with follow-up inspection. Clearly communicates staff expectation in an effective and consistent manner.
- Responsible for the monitoring and recording of employee work time and attendance, in coordination with the Maintenance Manager, review, approve and schedule employee time off balancing the need for overtime usage.
- Train and direct employees on shift in all phases of service and repair of vehicles including but not limited to, basic repairs, air conditioning, electrical, major component rebuild and/or vehicle cleaning operations.
- Consistently and fairly, initiates where necessary, documents and recommends appropriate written and verbal disciplinary action and commendations.
- Analyze and assist in the resolution of work-related problems and diagnosis of malfunctions with machinery and equipment during shift.
- Generate, as requested, input and track work orders delegated to staff in the Fleet Focus Maintenance Management System. Updates the daily, weekly, and monthly reports.

## **Dnata International – September 2021 - December 2022**

### **Operations Manager (Ag.)**

- Oversight of daily operations to include staffing assignments, oversight of operational safety, adherence to company policy while maintaining a professional manner with both internal and external customers
- Drive excellence through appropriate disciplines
- Complete safety checklists for motorized equipment
- Drive and operate motorized equipment (Tug, Belt Loader)

- Read and interpret aircraft load sheets, checked baggage tags, and cargo labels
- Operate a computer to enter and retrieve data for weight and balance purposes
- Ensure compliance with Dnata, TSA and Federal Aviation Administration (FAA) regulations and policies
- Carries out management responsibilities in accordance with the organization's policies and applicable laws
- Establishes a culture that promotes safety through daily observation, shift briefings/safety meetings, routine audits, training and documented safety procedures.

### **Turn Around Coordinator – TRC**

#### **Dnata International – September 2021 - December 2022**

- Responsible for coordinating documentation between load control and loading team.
- Maintain daily trip files and station traffic report as well as all aircraft-handling related statistical data.
- Supervision of ramp functions.
- Operational safety/load security checks on aircraft prior to departure, which also includes the coordination of all operational activities during irregularities.
- Coordination of all phases of aircraft handling, including catering, cleaning, fueling, crew and passenger boarding/de-boarding.
- Supervision of handling agents during all phases of aircraft loading/unloading, including checking on correct buildup/preparation of cargo - destined for bulk loading or in unit load devices.
- Ensure all cargo or luggage is properly tied down or secured in the compartments in accordance with Airline requirements.
- Responsible to keep track of the number of passengers, pieces of luggage and the amount of fuel.
- Work very closely with ramp personnel and the airport station manager or deputy/team.
- Close coordination with gate, steering of boarding and de-boarding related passenger service processes
- Secure the proper handling of Bag scan

- Provide daily monitoring report to the Manager about handling performance, document delays and reasons.
- Communicates opportunities for the implementation of new procedures, processes or product features and enhancements to improve service delivery.
- Plan for and ensure that irregularities are always handled in accordance with customer, economic and legal considerations.
- Report any flight handling irregularities to Airline management as locally defined.
- Support the development and modification of processes and procedures with the aim of improving quality, efficiency, and effectiveness.

**Worldwide Flight Services (Neos, Ethiopia, China Eastern, Philippines & Brussels) – March 2019 – July 2022**

**Ramp Coordinator - (Part time)**

- Supervision of ramp functions
- Responsible for coordinating documentation between load control and loading teams
- Coordination of all phases of aircraft handling, including catering, cleaning, fueling, crew and passenger boarding/de-boarding
- Ensure all cargo or luggage is properly tied down or secured in the compartments in accordance with airline requirements
- Maintain daily trip files and station traffic report as well as all aircraft-handling related statistical data
- Operational safety/load security checks on aircraft prior to departure, which also includes the coordination of all operational activities during irregularities
- Responsible to keep track of the number of passengers, pieces of luggage and the amount of fuel
- Work very closely with ramp personnel and the airport station manager or deputy/team
- Supervision of handling agents during all phases of aircraft loading /unloading, including checking on correct buildup/preparation of cargo – destined for bulk loading or in unit load devices

- Secure the proper handling of bag scan
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## **South-West Regional Health Authority - (1999-2019)**

### **Fleet Transport Coordinator (Ag.)**

- Establishes and enforces procedures to ensure that all ambulances are maintained in such a manner so as to maximize ambulance service uptime to all SWRHA's health facilities.
- Works with the Health and Safety Department and the Disaster Coordinator to facilitate emergency responses plans for the SWRHA
- Monitors and tracks vehicles using appropriate computer application software
- Ensures that vehicles are annually inspected, and relevant statutory certifications obtained
- Submits annual budget / expenditure costing to the Fleet Services Administrator
- Performs administrative functions related to the job
- Supervising and Dispatching of Motor Vehicle Drivers / Messengers and Emergency Medical Technicians.

### **Vehicle Fleet Coordinator, SFGH – Substantive Position**

- Managing the Transport Department
- Responsible for the care and Maintenance of all Ambulances / Vehicles in the region
- Interacting with suppliers and service providers
- Administrative functions related to the position
- Participate in the interview process for the selection of motor vehicle drivers and Emergency Medical Technician.
- Maintenance a vehicle log on each vehicle, noting its mileage and gas after each use.
- Responsible for scheduling annual training for all drivers /

EMTs in Defensive Driving.

- Responsible for ensuring that vehicles are annually inspected.
- Submits quarterly expenditure costing to the GM Operation.
- Ensure vehicle assignments log is maintained.
- Responsible for requisitioning and distributing stock for all drivers.

## ***EDUCATION & CONTINUING PROFESSIONAL DEVELOPMENT:***

- Learn Dispatch – 2021

### **Interactive Dispatch Training Course**

- St. James Academy – 2019

### **High School Diploma**

- The U.W.I. Open Campus – 2015

### **Certificate in Human Resource Management I**

- Cipriani College of Labour & Co-operative Studies - 2014

### **Introduction to Industrial Relations**

- The U.W.I School of Continuing Studies - 2012

### **Certificate in Automotive Car Maintenance**

- The University of the West Indies Open Campus - 2011

### **Certificate in Supervisory Management (Advance)**

- The University of the West Indies Open Campus - 2011

### **Electronic Fuel Injection**

- Business Training (Manchester England) – 2010

### **Diploma in Business English**

- Intro to Business
- Business Organizations
- Principles of Business Management
- Specialist Business Letter

- The University of the West Indies Open Campus - 2010  
**Microsoft Office Applications (Advance)**
- The University of the West Indies Open Campus - 2009  
**Certificate in Operations Management**
- The U.W.I. Open Campus - 2009  
**Certificate in Defensive Driving**
- JARIC Environmental Safety and Health Services Ltd. - 2008  
**International Certified Fleet Management**
- JARIC Environmental Safety and Health Services Ltd. - 2008  
**Certificate in Understanding the Risk – Reducing Road Fatalities**
- The U.W.I. School of Continuing Studies - 2008  
**Effective Public Speaking & Presentation Skills**
- School of Higher Education Ltd - 2007  
**Fleet / Transport Operations & Management**
- The U.W.I. School of Continuing Studies - 2006  
**Certificate in Occupational Health & Safety**
- The University of the West Indies Open Campus - 2006  
**Certificate in Auto Mechanics**
- The U.W.I. School of Continuing Studies - 2005  
**Certificate in Customer Service**
- The U.W.I. School of Continuing Studies - 2005  
**Computer Literacy - MS Word, MS Excel & MS PowerPoint**
- Ministry of Community Development - 2005  
**Certificate in Events Management**
- The U.W.I. School of Continuing Studies - 2004  
**Certificate in Supervisory Management Level I**

## ***SPECIAL SKILLS, TRAINING & ATTRIBUTES:***

- **New York Point/Insurance Reduction Program (PIRP)**  
Defensive Driving Certificate by Improv – December 2020
- **Holder of a Port Authority Badge**
- **Commercial Driver’s License (CDL) - 2021**  
Class C License
- **ServSafe: National Restaurant Association – May 2020**  
Certificate of Achievement - ServSafe Food Handler
- **National Association of Fleet Administrators (NAFA)**  
Fleet Services Association – Member
- **Delta Dynamics Ltd.**  
Certified Web TMA End User
- **Occupational Safety and Health Administration (USA)**  
30-hour Construction Safety and Health - 2018
- **Office of Disaster Preparedness & Management (ODPM)**  
Introduction to Disaster Risk Management - 2013
- **National Safety Council -**  
Certificate in Defensive Driving
- Tailoring – copped award for best tailoring student
- Willing to take initiative and responsibility
- Committed to tasks
- Team player
- Trustworthy
- Focused

## ***REFERENCES:***

**Mr. Jose Colon Jr.**  
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