

BRADFORD O'REILLY

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OPERATIONS MANAGEMENT

*Strategic Planning / Resource Allocation and Optimization / Process Improvements
Relationship Management / Staff Development / Coaching and Mentoring*

Seasoned, results-producing management professional with experience steering and directing all aspects of operations, administration, budgeting, and equipment maintenance. Success managing multiple projects with competing priorities involving program development, safety initiatives, and quality control. Effectively collaborate with both domestic and international groups to achieve organizational objectives. Proficient in delivering comprehensive analyses and reports to facilitate site-wide improvements and continuity.

Intuitive leader inspiring high productivity levels; repeated success guiding sizeable cross-functional teams as well as training, coaching, and motivating staff. Establish, build, and maintain productive relationships with external agencies. Strong interpersonal and communication skills; proactively convey operational needs to executive-level management. Possess active Top Secret-SCI security clearance.

Operations and Management Strengths:

- Process Redesign / Change Management
 - Project and Operations Oversight
 - Cost Analysis and Reporting
 - Policy and Procedure Development
 - Risk Management / Quality Control
 - Technology Assessment and Solutions
 - Government and Vendor Relations
 - Team Building and Retention Initiatives
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PROFESSIONAL EXPERIENCE

United States Army (*domestic and international locations*)

Operations Manager (2005 to 2006)

Provided direction to 138-member team, implementing effective staff and resource management strategies in global setting.

Oversaw gathering, review, and analysis of sensitive information critical to strategic planning. Aligned staff resources with workflow requirements; provided teams with up-to-date operational information in highly dynamic environment. Implemented plans to optimize staff training in support of organizational goals for domestic and international initiatives. Directed operations in collaboration with senior management from multiple departments. Assessed daily activities and processes; created and presented weekly reports with recommendations to senior executives.

Selected Contributions:

- ◆ Effectively oversaw diverse team in managing \$5M in equipment, consistently meeting all critical deadlines.
- ◆ Authored numerous policy changes accepted and implemented by executive management.

Operations Director (2003 to 2004)

Directed planning and operations for 400+ staff comprising 29 separate occupations across four divisions.

Leveraged cutting-edge technology resources to drive research, analysis, and strategic planning; prioritized daily activities to maximize staff productivity and meet organizational objectives. Served as trusted liaison between senior management and multinational workforce. Worked closely with team leaders to coordinate staff rotations as well as track and process administrative and legal documents. Managed training, evaluation, and mentoring programs. Established core development standards, policies, and procedures and

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maintained administrative records. Earned responsibility for multiple aspects of risk management to include overall project plans and schedules as well as budget administration. Guided development of staff proficiency with core communications technologies; reviewed modernization standards to ensure proper rollout of new equipment.

Selected Contributions:

- ◆ Sustained excellent staff retention record while leading cohesive team that earned exceptional ratings during 3 semi-annual evaluations.
- ◆ Recognized for achieving highest expense and report accuracy compliance within region.
- ◆ Selected by senior management to manage safety program; successfully planned, organized, and executed safety training events.

Assistant Operations Manager (2002 to 2003)

Played key role in program development to include coordinating daily operations for interdepartmental staff at various levels.

Managed remote staff activities involving operations, planning, and scheduling; oversaw logistics, transportation, and equipment distribution critical to team success. Orchestrated full range of security activities, from safeguarding staff and equipment to gathering sensitive information and developing reports for executive-level decision makers. Served as subject matter expert regarding computer automation and security program. Counseled, evaluated, and mentored staff.

Selected Contributions:

- ◆ Established high productivity and team cohesion by creating and implementing modernization of key organizational systems and technologies.
- ◆ Commended for managing team that surpassed comprehensive inspection requirements by 100%.
- ◆ Developed comprehensive security plan successfully implemented site wide.

Team Leader (2000 to 2002)

Served as principal advisor to senior manager in all matters pertaining to security, including information gathering and analysis.

Provided security services and ensured individual and organizational protection through program implementation. Reviewed, evaluated, and disseminated information. Appointed bottom-line responsibility for equipment valued at \$1.25M. Organized daily and weekly business procedures, briefing senior management on overall progress. Regularly collaborated with senior, adjacent, and secondary teams.

Selected Contribution:

- ◆ Proactively directed 34-member team in earning top ranking out of 15 teams to achieve highest level of proficiency in group history.

EDUCATION AND TRAINING

Bachelor of Arts in Criminal Justice (2000) • THE CITADEL, Charleston, South Carolina

Professional Development

Extensive Management, Leadership, and Strategic Analysis/Planning Courses

Technical Proficiencies

Microsoft Office (Word, Excel, PowerPoint, Outlook & Access) • FormFlow • Windows & UNIX platforms