

Freeman Brown III

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PROFESSIONAL SUMMARY

Certified project management professional and retired military veteran with 8+ years of experience boosting organization effectiveness for C-level suite executives in the United States Air Force and in Federal and State Government agencies through the utilization of leadership principles, collaboration, process improvement techniques, and administrative expertise. Reliable and resilient employee with a goal-oriented approach who excels in team environments to exceed expectations for high-volume operations. Avid learner and innovative problem solver who embraces change and takes initiative when facing new challenges.

CERTIFICATION

Certified Associate in Project Management (CAPM)

10/2019 – 10/2024

Project Management Institute

TECHNICAL SKILLS

Project Management, Office Management, Process Improvement, Human Resources, Microsoft Office Suite

HIGHLIGHTED EXPERIENCE

Executive Assistant/Project Coordinator, Active U.S. Air Force, Holloman AFB, NM – Full Time

7/2015 – 11/2019

- Coordinated 8 senior executive schedules including the Chief Operations Officer to arrange meetings, events, and travel-related objectives enhancing operational effectiveness by up to 50%.
- Directed 12-person cross-functional project team that updated personnel records and improved resource allocation by 40% while operating within tight deadlines to provide mission-critical support.
- Assessed stakeholder needs, established project scope and schedule while leading 6+ monthly projects.
- Established internal and external customer relationships and boosted interagency collaboration by 30% while receiving and screening an average of 45 customer interactions daily.
- Managed organizational account containing 250 equipment items valued at \$80K including allocation, accountability, transfers, and security.
- Developed tracking system for 10K+ line items, reducing inventory processing time up to 50% and ensuring ahead-of-schedule resource delivery.
- Trained 40 personnel in 6 key organizational programs including OSHA safety standards and hazardous chemical communication according to Federal Law, reducing safety mishaps by 45%.
- Led 5-person project team in the reconstruction of 5700 sq. ft. warehouse including \$25K of equipment and tools, re-organized inventory management protocol that reduced asset loss by 80%.
- Collaborated with interagency personnel and local community representatives to plan and coordinate relief to residents devastated by Hurricane Michael in 2018 contributing to \$600M in combined aid.
- Accelerated vehicle repair production by 75% with the procurement of 40+ government purchases including \$60K in safety equipment and organizational supplies successfully preventing supply shortage.

EDUCATION

Bachelor of Business Administration, Operations Management

1/2023 – Present

University of New Mexico, Albuquerque, NM

Bachelor of Fine Arts, Studio Art

8/2009 – 5/2014

University of Memphis, Memphis, TN, With Honors

RECENT EXPERIENCE

Office Manager, New Mexico State Office of African American Affairs, Albuquerque, NM – Full Time 7/2022 – 12/2022

- Managed daily operations of office staff under direction of the Executive Director according to their scope of work increasing efficacy and targeted productivity rate by 75%.
- Supervised and strategically trained employees by providing relevant tools and advancing overall knowledge in order to develop individual skills and improve work performance toward self-confidence.
- Engaged with the general public to ascertain the needs of the New Mexico community to implement business strategies that align with local objectives.
- Administered procurement processes to obtain essential supplies from approved vendors for the agency ensuring purchases were within budget and acquired according to State law, including maintaining and organizing records by fiscal year for annual audits.
- Interviewed eligible candidates for open positions within the department to fulfill staffing vacancies in an effort to broaden the capacity and reach of the office.

Executive Assistant/Unit Program Manager, US Air Force, Kirtland AFB, NM – Full Time 12/2021 – 7/2022

- Provided direct assistance to the Chief Operations Officer in the management of all administrative support program functions in order to increase flight training efficiency by 15%.
- Instructed all incoming and departing personnel as the resident subject matter expert in squadron directives and Commander protocols to uphold the culture and values of the organization.
- Initiated personnel actions using agency-wide systems and procedures to effectively manage career progression of officer and enlisted ranks within the unit.
- Managed Automated Data Processing Equipment (ADPE) Account according to established guidance and procedures to maintain awareness and accountability of government assets.
- Ensured organizational compliance to record management policies were followed to protect Personally Protected Information (PPI) and Controlled Unclassified Information (CUI).

Human Resources Assistant, US Forest Service, Albuquerque, NM – Full Time 7/2021 – 11/2021

- Created competitive and non-competitive job announcements in USDA Forest Service-wide initiative to annually hire 6000+ qualified firefighters in an effort to control unexpected and prescribed fire emergencies limiting wildfire destruction in the Northwest and Southwest regions.
- Managed Human Resource Management applications including USA Jobs and ConnectHR according to the U.S. Office of Personnel Management operating procedures disseminating 70+ tasks between hiring managers, applicants, and supervisors until completion within high priority phase timelines.
- Coordinated with organization hiring managers to confirm applicant training requirements and rating standards prior to initiating steps to create vacancies on human resource platforms.
- Verified accuracy and completion of job descriptions, personnel documentation, security protocols, and vacancy announcements preventing onboarding violations and maximizing fairness in the hiring process.

Unit Program Coordinator, US Space Force, Delta 2, Peterson AFB, CO – Full Time 1/2021 – 6/2021

- Served as primary point of contact to the Chief Operations Officer regarding administrative support programs directly impacting the effectiveness of unit communication and mission success by 50%.
- Utilized Military Personnel Data System to in-process military members into their appropriate positions within the command enabling and increasing unit productivity within established timelines.
- Maintained the security of sensitive correspondence by adhering to Federal regulations and agency directives pertaining to records management techniques leading to the prevention of identity theft or access to persons without need-to-know privileges.
- Reviewed records for accuracy and updated data upon receipt of formally documented requests successively ensuring the validity of individual career progression for local military members.

Administrative Support Assistant, Navy Talent Acquisition Group, Denver, CO – Full Time

3/2020 – 12/2020

- Ensured accuracy, legality, and correctness of local and domestic travel vouchers for the Chief Financial Officer resulting in the prevention of fraud, waste, and abuse.
- Maintained and updated mission-essential cardholder records and reports for the Government Travel Card Purchase Program, increasing security and continuity by 50%.
- Provided customer service and support to 35+ personnel to correct issues regarding system errors, account balances, and travel voucher inquiries.
- Received and filled supply request orders for recruitment professionals to sustain production effectiveness for 15 local recruiting offices.