

# **Randy T Trujillo**

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## **SUMMARY**

I am extremely capable of performing the responsibilities for this position. I have expertise in analyzing various processes and operations complemented with excellent ability in generating and implementing innovative strategies to optimize operational efficiency. My education has prepared me with extensive knowledge in Organizational Leadership and analysis. My profession has prepared me with broad knowledge in military protocol as well as budget analysis. I am experienced with procurement of administrative supplies, equipment and personnel processing, records and correspondence management. I have expertise in computerized mail systems, operating security operations management, emergency and risk management, continuous process improvement, strategic and tactical planning, productivity and performance, problem resolution, and decision making.

## **EDUCATION**

<b>Masters Degree</b> <b>Organizational Leadership</b> GPA 3.5 Lincoln Christian University, Lincoln, IL	<i>Aug 2012</i>
<b>Bachelor's Degree</b> <b>Major: Interdisciplinary Studies / Minor: Religion</b> GPA 3.7 Grand Canyon University, Phoenix AZ	<b>Oct 2009</b>
<b>Total Army Instructor Training Course</b> <b>Major: Certified Army Instructor</b> Las Vegas, NV	<i>Sept 2005</i>
<b>Associates Degree</b> <b>Major: General Studies</b> GPA 4.0 University of New Mexico, Albuquerque, NM	<i>May 1999</i>
<b>Occupational Certificate</b> <b>Forestry and Conservation Program</b> Professional Career Development Institute, Atlanta, GA	<i>May 1997</i>
<b>Associates Degree</b> <b>Major: Word Information Processing</b> GPA 3.25 Northern New Mexico College, Espanola, NM	<i>May 1993</i>
<b>Occupational Certificate</b> <b>Photography</b> International Correspondence School, Scranton, PA	<i>Nov 1991</i>

## **PROFESSIONAL EXPERIENCE**

P.O. Box 40 1500 Idalia Rd, Building D, Bernalillo, NM 87004  
Phone: (505) 867-7577 Fax: (505) 867-7638 Voting Machine Technician

Test all election materials and the electronic voting machines for all but not limited to primary and general elections, perform periodic maintenance and repair of the voting machines. Work includes printing electronic voting machine ballots, performing service set-up of the machines for each election, and troubleshooting and replacing malfunctioning voting machine parts. Ensures the distribution of electronic voting machines to designated polling places and explains and/or demonstrates the voting process to Election Day officials and the general public.

**GARDAWORLD/ Metro 1 Loss Prevention Group Security Service** March 2022 to Feb 2023  
Amazon ABQ1 Fulfillment Center is located at 12945 Ladera Dr NW, Albuquerque, NM 87120

Security Officer-Part Time Monday-Thursday 30 hours per week

- Maintain safe environment for property and assets at the Amazon Fulfillment Center
- Incident Management for Employees and Public
- Training in first aid, fire prevention, and customer service. Level 1 Certified.

**Eagle Ridge Middle School – Administrative**

*Aug 2020 to Feb 2022*

800 Fruta Road NE, Rio Rancho, NM 87124  
Attendance Clerk – Monday-Friday 40 hours per week  
Grade/Series: N/A  
Supervisor – Catherine Rodriguez

- Track attendance of students on database
- Compile reports regarding enrollment process
- Liaison between parents and school officials
- Answer phones and track data
- Correspondence and filing
- Identify student attendance issues

**Veterans Administration – Veterans Transportation Service**

*July 2018 to July 2020*

1501 San Pedro Drive NE, Albuquerque, NM 87108  
Motor Vehicle Operator – Monday-Thursday 40 hours per week  
Grade/Series: GS-6  
Supervisor – Phil Lucero (505) 514-9694

- Provide non-emergent, safe transportation of eligible Veterans and cargo to their intended destination as scheduled in various types of weather conditions
- Primary vehicle operator in the Albuquerque and Rio Rancho areas
- Assisted in starting the Veterans Transportation Services program
- As of January 2020, completed over 7000 trips for Veterans coming to VA medical appointments with a cost avoidance to the New Mexico VA Healthcare System of over \$2,000,000 dollars
- Drive passenger vehicles which can transport up to 8 or more passengers
- Follow all safety rules and regulations
- Analyze problems and provide solutions by using existing guidelines and judgment
- Maintain sensitive data in accordance with applicable laws
- Operate and provide preventive maintenance of patient transport vehicles and perform daily inspection such as maintaining the correct fluid levels and correct tire pressure of the vehicles
- Maintain a daily manifest of Veterans transported
- Operate vehicle in a safe manner

- Maintain motor vehicle reports including mileage of the vehicles
- Arrive and depart from pick-up and discharge points at scheduled times
- Verify identification cards to ensure authorization of passengers as required
- Load and unload patients in a safe manner
- Make on the spot decisions involving abnormal patient behavior
- Provide timely and courteous service to internal and external customers such as Veterans, non-medical attendants, administrative and clinical staff
- Meet or exceed the needs of Veterans while supporting VA missions
- Communicate and treat all Veterans in a courteous, tactful and respectful manner
- Provide the Veterans with consistent information per established policies and procedures
- Consistently receive accolades from Veterans for a professional attitude and safe driving
- Suggest alternative approaches to VTS operations in order to streamline operations and save money
- Enforce passenger seat belt use
- Report issues and incidents as soon as possible

### **USDA Forest Service – Human Resources Management**

*Feb 2015 to July 2018*

4000 Masthead, Albuquerque, NM 87109

Internal Operations Mail/File Room Clerk – Monday-Friday 40 hours per week

Grade/Series: GS-5/0305

Supervisor – Francis Sherman (505) 563-9555 (obtain consent before contacting)

- Kept records of materials filed or removed using logbooks and computer system
- Internal distribution and pick up of mail to various buildings daily
- Improved mail methods, procedures, and systems
- Set up, operated, adjusted, and monitored mail processing machines
- Arranged records for storage/reference, scheduled disposition, and retrieval
- Added new materials to file records and create new records as necessary
- Performed general office duties such as typing, sorting mail, operating office machines such as printers, copiers, and fax machines
- Tracked materials with the UPS United Parcel Service systems for incoming and outgoing shipments
- Gathered materials to be filed from various departments
- Classified and sorted information following policies and procedures
- Responded to requests from authorized users to retrieve files and pertinent information
- Kept inventory of all materials in the mailroom
- Placed materials into storage receptacles such as supplies, shipping packets, and boxes
- Tracked file status and classified according to procedures
- Receive, review, analyze, and control incoming correspondence, including mail, faxes, and routine and controlled documents
- Read and keep apprised of Forest Service procedures and policies in order to be aware of changes affecting the work of the organization
- Served on the National Fire Support team as an FDUL (food unit leader) and SCKN (Status Check-in Recorder)
- Support of Wild land Fire and all Risk Incident activities
- Type 1 Incident 9/19/2016 Soberanes Fire in California as Food Unit Leader
- Type 3 Albuquerque Zone Incident Management Team 6/15/2017 Cajete Fire in NM as Food Unit Leader
- Kept records required by government agencies regarding sanitation, and food subsidies when appropriate
- Investigated and resolved complaints regarding food quality, service, or accommodations
- Monitored compliance with health and fire regulations regarding food preparation and serving in dining facilities
- Reviewed work procedures and operational issues in order to determine ways to improve service, performance, and safety

- Scheduled staff hours and assigned duties for vendors and workers
- Evaluated data for consistency with historical data, current levels of operations, and anticipated changes in funding levels
- Revised data based on staffing levels
- Reviewed financial transactions and performed analysis of budget in order to ensure that expenditures are authorized and budgeted
- Checked accuracy of budget justifications submitted by managers in support of budget requests
- Projected rates and assured compatibility of projected costs between the budget and fixed prices for the food unit
- Monitored food preparation methods, portion sizes, and presentation of food in order to ensure that food is prepared and presented in an acceptable manner
- Scheduled and received food and beverage deliveries and checked delivery contents in order to verify product quality and quantity
- Tested cooked food by tasting and smelling in order to ensure palatability and flavor conformity

### **AS Army (N.M.A.R.N.G)**

*Nov 1987 to Aug 2010*

47 Bataan Blvd

Santa Fe, NM 87508

Instructor / Trainer (Assistant Truck Master)

Supervisor- SFC Wilbur Romero (505) 474-1200

- Basic Training (Soldier Country) Ft. Bliss, TX 11/1987
- AIT: Air Defense Artillery School Ft. Bliss, Texas April 1988 (Chaparral Missile System)
- Assigned to B Btry 6th 200 Ada N.M.A.R.N.G 1988
- Deployed in 1989 to (DIP) Drug Interdiction Program in Hobbs, NM to perform surveillance of drugs being smuggled on the southern border of New Mexico and Texas
- Demolition Team assisting in the destruction of illegal drugs being transported to the United States worked with Kirtland AFB Operations that included transport and security
- PLDC: Primary Leadership Development Course: 1991, Roswell, NM
- Deployed 2001: (ONE) Operation Noble Eagle, Safety and Security Team for N.M.A.R.N.G.
- Taos, NM: 24hr Operations for Equipment and Records Protection for the Secretary of Defense Donald Rumsfeld
- (ONE) li: Ft. Bliss, TX, White Sands, NM, Holloman AFB, NM: Security of Nuclear Reactor, Vehicle Searches, and Stealth Bomber Security
- Deployed September 2005: Hurricane Katrina & Rita: Belle Chase, Louisiana
- Certified September 2005: US Army Training Instructor
- Deployed on active duty special work for several years in support training on Convoy Operations, Lead Drivers Training, Night Vision Driving, and certified as a Master Drivers Trainer
- 88M30H Assistant Truck Master
- Served as an Assistant Truck Master in a Medium/Heavy Truck Company in support of operations in training Multinational Guard Units for support of Iraqi Freedom (OIF). Responsible for licensing and safety of 157 soldiers, for the safe transport of all classes of supply for the 1115th Transportation Company, and various detachment units. Responsible for tracking and coordinating the company's Convoy Logistics Patrols (CLP) and the daily accountability and equipment reports. Primary advisor to the Truck Master on all operational missions within the command
- Achieved: Army Commendation Medal, Army Achievement Medal (2nd Award), National Defense Service Medal (2nd Award), Global War on Terrorism Medal, Armed Forces Reserve Medal W/M Device, The New Mexico Distinguished Service Medal, The Humanitarian Service Medal, and The Meritorious Service Medal
- Retired: N.M.A.R.N.G August 2010
- Achieved Course Standards: Educate Soldiers within The Army School System. Eligible individuals include, enlisted soldiers, officers, Department of the Army civilians, and DA defense contractors. Students learned how to prepare and present tasks and are evaluated on whether they perform the tasks to standard. They also learn how to develop questions and review lesson plans

## **SPECIALIZED TRAINING AND CERTIFICATIONS**

Applied Interagency Incident Business Management S-261 Completed 5/10/2017  
National Incident Management System Intro: Certification IS-00700.a: February 19, 2016  
USDA Information Security Awareness Training: Certification: January 31, 2017  
Performance Management for Employees and Supervisors: Certification: September 16, 2016  
Incident Command System (ICS) 100 Introduction to Incident Command System  
NWCG S-260 The Interagency Incident Business Management Online: March 18, 2016  
NWCG S-110 Basic  
Wild Land Fire Orientation: December 31, 2015  
NWCG L-180 Human Factors in the Wild Land Fire Service Online: January 26, 2016  
First Aid CPR AED Certified: December 2, 2016 American Heart Association  
Risk Management and Safety Course, Ft. Rucker, Alabama: 16 hrs. 25-26 January 2005  
Use of Force/Defensive Tactics: 16 hrs. 29-30 June 2007  
National Guard Association United States: (Facilities Committee) 2006

## **COMPUTER EXPERIENCE**

Microsoft Office software (Word, Excel, PowerPoint), Windows Operating Systems, Mac Operating Systems, IBM AS400, Email, Adobe Acrobat, and Internet. Knowledgeable in the use of computers, copy machines, and fax.

## **LANGUAGES SKILLS**

English - Advanced  
Spanish - Advanced

## **AFFILIATIONS**

AMVETS Lifetime Member  
Grace Outreach Center - Member  
Alumni Association Lincoln Christian University - Member

## **REFERENCES**

(\*) Rick Young  
Am vets  
Head Trustee  
Raton, NM  
(719) 251-0075

(\*) Evelyn Trujillo  
USDA-Forest Service  
Financial Analyst  
(505) 553-0142  
Evelyn.trujillo@usda.gov

Jerry Ballew  
Movie Production  
Retired (505) 867-4553

(\*) Indicates professional reference