

CHADWICK MOSELY

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Social Security Number: [xxx-xx-xxxx] ■ Citizenship: U.S.
Veterans Preference: 10 Points

Transportation Assistant
Vacancy Announcement Number: [xxxx]

MANAGEMENT PROFESSIONAL

Dependable, highly skilled leader and U.S. Army Veteran with 10 years of progressive experience in transportation management and logistics, as well as training and developing peers for superior performance. Built an honorable professional history focused on core values with integrity first, while consistently striving for excellence. Offering strong organizational skills and attention to detail for high level of operational efficiency.

CORE COMPETENCIES

Management Operations | Logistical Planning & Management | Procurement | Vendor Sourcing
Strategic Planning & Implementation | Contract Management | Negotiations | Staff Management
Veterans Agency Support | Customer Service | Effective Communications | Problem Solving

EXPERIENCE HIGHLIGHTS

Transportation

- Assisted thousands of veterans as the Transportation Assistant for Department of Veteran Affairs. Steered daily operations of the Beneficiary Travel Program.
- Implemented a new processing method that reduced wait time from 60 days down to 14.
- Experienced in fleet management transportation/dispatching for a \$9 billion retail/petroleum entity.
- Served as Transportation Management Coordinator for the U.S. Army and successfully prepared travel itineraries, personal property shipping documents and passenger movement forms in a timely manner.

Contracts/Procurement

- Served as a Contract Specialist for World Technical Services managing firm fixed-price contracts. Developed skills in bid solicitation, negotiating and procurement.
- Completed a multitude of professional training courses in procurement, purchasing and vendor management.
- Played an integral role as a member of the Acquisition Management Review Team. Successfully delivered the most current data reports to Senior Management.

EMPLOYMENT HISTORY

RACETRAC PETROLEUM

Transportation Dispatcher

3225 Cumberland Blvd.

Suite 100

Atlanta, GA 30339

Supervisor: Billy Sykes (470) 455-5666

Monitored 100+ franchise stores and inventory levels throughout the Southeast, in addition to managing and dispatching drivers to refuel various locations. Coordinated with other trucking companies for on time delivery. Maximized time to ensure as many routes were completed as possible. Determined best times for dispatching based on stores' activity, needs and local traffic. Ensured stores remained at optimum levels at all times. Immediately handled any potential obstacle to prevent downtime.

01/2016 – 04/2019

Salary: \$50,000/Yr.

Hours per week: 40+

DEPARTMENT OF VETERAN AFFAIRS

Transportation Assistant

7400 Merton Minter
San Antonio, TX 78229
Supervisor: Frank Thomas (210) 617-5300

02/2015 – 01/2016

Salary: \$45,944/Yr.

Hours per week: 40

Administered the Beneficiary Travel Program that provides transportation services to beneficiaries and their attendants traveling to and from VA facilities and other locations for examinations, treatment or care. Screened veterans for eligibility and assisted with completing the travel benefits application.

Provided excellent customer service whether communicating in-office, by phone, fax or email. Interacted with patients, family members, private sector medical facilities and VA staff. Instrumental in arranging all modes of transportation in a timely manner. Included air ambulance, commercial air, taxi, bus or independent transportation. Managed any special arrangements related to patients' medical condition per physician notes. Demonstrated strong attention to detail when reviewing travel request cost analysis and remained in compliance with all regulations.

WORLD TECHNICAL SERVICES

Contract Specialist

4903 NW Industrial Blvd.
San Antonio, TX 78238
Supervisor: Cary Garza (210) 364-7184

03/2014 – 01/2015

Salary: \$32,000/Yr.

Hours per week: 40

Served as a key member managing the Center for Healthcare Services contract, one of the largest contracts obtained by this non-profit organization for the disabled. Directed a wide range of tasks including, the bidding process, procurement of goods and services, negotiated and administered contracts. Solicited sources of supply and analyzed the following: prices, discount rates, delivery dates, transportation charges, previous performance and recommended the best offer. Instrumental in analyzing business practices and market conditions to evaluate bid responsiveness, contractor responsibility and contractor performance.

Spearheaded a 12 month development project for the Center for Healthcare Services valued at \$3 to \$5 million. Consisted of recruiting and placing janitorial personnel at 20 facilities along with supplies for each location. Effectively managed all employees and millions of dollars in inventory. Completed project on time and under budget.

TEXAS HEALTH AND HUMAN SERVICES COMMISSION (HHSC)

Case Manager

IH 35 N
San Antonio, TX 78227
Supervisor: Enrique Olivarez (210) 619-8006

05/2013 – 01/2014

Salary: \$30,000/Yr.

Hours per week: 40

Managed an average of 50 cases consisting of applicants and recipients of TANA, Medicaid and other social service programs. Conducted financial consultations, benefits eligibility and the appeals process. Explained income standards thoroughly to clients, verified documentation and submitted in a timely manner. Consulted clients and served as their first point of contact from initial application through entire length of services. Remained in constant communication with clients; provided regular ongoing status of their case. Reconciled overpayments and adjustments to ensure clients received accurate amount of benefits. Conducted annual reviews of benefit packages to keep case files current. Effectively led the appeal process whenever a clients' service lapsed, additional information was requested or application denied. Gathered all necessary information and submitted for fair hearing process.

UNITED HEALTHCARE

Health Advisor

6200 Northwest Parkway
San Antonio, TX 78249

Supervisor: Carlos Medrano (210) 478-4800

Managed a high volume of calls/inquiries regarding healthcare benefits for a large call center environment. Worked on a team of 10-15 members and handled over 100 calls daily. Demonstrated effective listening, consultative and problem solving skills while handling customers' needs. Researched procedures, diagnostic and ICD-9 codes to determine coverage. Documented all calls thoroughly. Mastered the use of all internal UHC systems within a short time span and resolved the most complex healthcare related questions for both customers and providers.

05/2012 – 04/2013

Salary: \$28,000/Yr.

Hours per week: 40

U.S. ARMY

Transportation Management Coordinator

491st ACD
Fort Eustis, VA 23604

Supervisor: Milton Chamblee (757) 726-3466

Provided ongoing training and instruction to soldiers on assisting military members with travel itineraries, personal property shipping documents and passenger movement forms. Processed transport capability requests to meet mission movements during training which provided well-rounded knowledge to team members. Instrumental in records management which included labeling cargo and freight shipments, documenting and managing freight inventory, cargo and various material shipments. Consistently updated information on software programs such as TC-AIMS, TC-AIMS II and WPS. Served as a Human Resource Specialist and managed a wide range of administrative tasks including coordinating requests for evaluations, ceremonies and promotions. Prepared and delivered technical reports, correspondence, presentations and meeting minutes. Oversaw personnel management tasks including the processing of personnel security clearance, record updates and orders for change of duty station; temporary and permanent. Oversaw additional requests such as: identification cards, tags, leaves, line of duty determination, MILPER data and information management.

04/2001 – 01/2011

Salary: \$36,000/Yr.

Hours per week: 40

EDUCATION

TEXAS A&M UNIVERSITY, San Antonio, TX
Bachelor of Business Administration: Management: 2016

PROFESSIONAL TRAINING & DEVELOPMENT

Certifying Officials of Commercial Invoices	06/2018
Procurement Overview Course	07/2018
Procurement Process Course	07/2017
Procurement Pre-Solicitation/Solicitation Course	07/2017
Award Preparations/Award/Post-Award/Closeout Course	07/2017
Proposal Evaluations Course	07/2016
Purchasing and Vendor Management	07/2014
Government Contracting Essentials Course	07/2011
Professional Leadership Course	04/2009