

CPT HERBERT L. SIMS, MBA

PROFESSIONAL PROFILE

Dedicated professional with a combined 28 years of diverse leadership experience in the fields of Engineering, Operations, Logistics, Manufacturing, and Retail, including 6 years of Diversity, Equity & Inclusion experience. Results-oriented with a drive to exceed standards and expectations. Outstanding communication, presentation, and negotiation skills with a unique combination of interpersonal and analytical abilities. Seeking an opportunity that allows for upward growth and provides professional development. Major strengths include:

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|----------------------------|--------------------------|----------------------------------|
| * Six Sigma | * Project Management | * Customer Service |
| * Contracts/Agreements | * Coaching/Mentoring | * Planning & Organizing |
| * Profit & Loss Management | * Building Relationships | * Environmental, Health & Safety |

- ❖ Twenty-eight years of proven leadership experience in the military and civilian sectors. Providing guidance, direction, allocation of resources, establishing priorities, coaching/mentoring, overseeing projects, managing budgets, contracts, negotiating, timelines, training, environmental, health & safety compliance, and human resources compliance. I lead by example and set the standards for all to follow.
- ❖ Twenty-eight years of experience in the realm of customer service to both internal and external customers in order to maintain productive professional relationships and ensure complete customer satisfaction. Implemented customer service surveys to understand wants and needs and implemented programs to increase the overall customer satisfaction levels.
- ❖ Over 15 years of experience in Project & Technical Management and overseeing multiple projects ranging from \$10 thousand to \$20 million dollars while ensuring all time/budget constraints were met and maintaining a high level of flexibility and adaptability to ever changing requirements and priorities. Ensured all senior level executives and leaders were continuously updated and informed on the status of projects weekly.
- ❖ Over 15 years of experience in Logistics and Operations, which I was responsible for over \$200 Million dollars of equipment and on-hand inventory. Responsible for ensuring on time delivery and meeting the supply demands of all customers, internal and external. Responsible for ensuring the warehouse and work areas were organized and compliant to planning standards to service customers and achieve customer satisfaction levels.
- ❖ Over 10 years of experience in establishing, interpreting and negotiating contracts/agreement terms and settlements with vendors, service providers, customers and attorneys. Negotiated contracts ranging from \$5 thousand to \$1 million dollars. Successfully saved EXPO Design Center thousands of dollars on claims and litigation by adhering to the terms of every contract executed.
- ❖ Over 15 years of experience using Microsoft Excel, PowerPoint, Project, and Visio to document process flows, develop presentations, track process data, create project plans and outline metrics. Utilized data to implement strategies for growth, improvement, cost reductions and savings and a means to communicate critical information to senior management and leaders.
- ❖ Over 10 years of experience utilizing my six-sigma background to define measure, analyze, implement and control manufacturing, logistics and retail related processes. Successfully completed projects that reduced the number of manufacturing defects, reduced operational cost and generated savings up to \$900,000 dollars.

- ❖ Over 10 years of Profit and Loss Management. Utilized information to achieve metrics, implement strategies for improvement and cost cutting measures. Achieved 99.9% of Sales plan and 95% Operational Plan for FY 2006 with the EXPO Design Center.

PROFESSIONAL EXPERIENCE

NORTHROP GRUMMAN

May 08 - Present

Diversity, Equity & Inclusion (Corporate)

Director 1, Diversity & Inclusion – Redondo Beach, Ca

May 16 - Present

- ❖ Direct, design, develop, and implement global and domestic diversity and inclusion strategies, priorities, initiatives, policies, procedures, and programs to attract, retain, and promote a diverse workforce for the organization.
- ❖ Evaluate employee survey to identify barriers and propose solutions to creating and maintaining an open and inclusive environment.
- ❖ Lead the AS Sector Diversity, Equity & Inclusion Leadership Council by developing areas of focus for consideration and introducing diversity initiatives supportive of the unique business needs of the organization.
- ❖ Develop metrics for measuring the effectiveness of corporate diversity and inclusion initiatives implemented and prepare annual reports to senior management on the value of the initiatives.
- ❖ Keep current on diversity programs and developments by maintaining contact with others in the field.

Engineering Integration Change & Asset Management (EICAM)

Project & Asset Operations Department Manager – Redondo Beach, Ca

Oct 15 – May 16

Managed a newly formed 133 person organization including 5 Section Managers and multiple teams focused on providing dual support of Project Management and Asset Optimization across the entire AS Sector to Programs and customer base. Functional homeroom focused on collaborating and supporting programs to accomplish their program mission, acquisition, logistics and property management requirements.

- ❖ Successfully established and ramped up new Project Management Organization in Melbourne, Florida to support newly established Programs
- ❖ Partnered with talent acquisition to recruit and hire new team members and worked directly with facilities to ensure office space was available to accommodate the new team members
- ❖ Identified new opportunities to reassign all “icebox” employees to alternative roles to help support the organization and saved thousands of dollars
- ❖ Deployed and allocated resources to support programs, procurement and logistical support allowing team to achieve and exceed all its initial metrics and goals

Engineering Integration Change & Asset Management (EICAM)

Asset Optimization Department Manager – Redondo Beach, Ca

Jan 15 – Oct 15

Managed 78 person organization focused on providing Acquisition, Logistics and Property Management Support primarily for the AS Sector and multiple sectors across the NG Enterprise. Directly responsible for the Engineering Property System (EPS) and facilitating all acquisition and property management support via this system. Conduct all logistical support via the TEAMMS (Test Equipment & Asset Metrology Management System) database. Focused on customer service, Program support and rapid response and delivery.

- ❖ Team processed approximately 30,000 EPS transactions and \$190 million in test equipment acquisitions
- ❖ Team successful opened up the new east coast operations and stockroom in Melbourne, Florida
- ❖ Team had the highest engagement scores in the directorate – Organization: 88 Inclusion Index; 92 Engagement; Direct Reports: 93 Inclusion Index; 95 Engagement
- ❖ Team achieved and exceeded all metric indicators for 2015

Equipment Management Center (EMC)

Customer Support & Logistics Department Manager – Redondo Beach, Ca

May 08 – Jan 15

Managed 24 person organization focused on providing outstanding customer service and support while ensuring the effective deployment, transportation, inventory control and information integrity relating to test equipment and calibration. Focused on process improvements and promises kept to customer,

building customer relationships and confidence through effective leadership of the EMC Liaison/Customer Support representatives. Additional duties and assignments include: development and maintenance of monthly Calibration Recall status, EMC property control (Capital, Lease and Rentals), define/validate equipment utilization studies, and implement expense reduction initiatives. Participate in EMC Management teams: EMC PWG, Financial Review, Inventory Trends team, and Directorate Review Board member.

- ❖ Completed the NG Six Sigma Training and P1635 Project – Asset Refresh which earned me a Green Belt Certification
- ❖ Lead Lean Event P1635 – Equipment Handling & Risk Reduction, which focused on safe lifting of test equipment to reduce the risk of injuries to team members
- ❖ My leadership and influence was instrumental in the team achieving a record low average of 5 past dues for calibration recalls a 104% reduction; Achieved a 98% Promises Kept for TEJ on time deliveries and maintained all critical metrics at or above its goal for 2009 - 2013
- ❖ Implemented a Safety Slogan Program to increase the safety awareness across the EMC organization
- ❖ Established 4 Engineering Property System (EPS) Stockrooms across the Space Park campus in support of the customer base

EXPO DESIGN CENTER

Apr 03 – Oct 07

General Manager – Redondo Beach, California

May 05 – Oct 07

Managed 6 salaried associates and 125 hourly associates in the day-to-day operations of a \$30 million dollar design consultation and home improvement business with 15 business departments. Responsible for maximizing store sales and profitability through leadership, excellent customer service, P&L management, allocation of resources, achieving metrics, merchandising, operations, strategic planning, staffing, training, and safety.

- ❖ My leadership and influence was instrumental in turning the Store sales around from \$3 million down in 2005 to achieving 99% of the Sales plan and 5% comparative sales for FY 2006. This accomplishment allowed the Redondo Beach store and the employees to achieved profit sharing for the first time in the history of the store's opening in 2001.
- ❖ Achieved 130% Credit Card acquisition plan for FY 2006. The highest in the store's history and ranked in the top 10% of the entire EXPO Division.
- ❖ Design Department achieved the highest sales ever \$7.3 million dollars, 145% of the Sales plan with a 56% comparative sales for FY 2006. The Design Department was ranked #1 in the Southern California District and #5 in the EXPO Division.

Store Leadership Program (SLP):

Apr 03 – Apr 05

Participated in a 24 month General Management Training program that combined over 250 hours of intense classroom learning, three different job rotations and mentoring by company leaders. Program is design to expose trainees to all facets of The Home Depot Business; stores and functional areas, providing customer service, leading teams, and solving critical business issues.

- ❖ Basic Store Operations (Lenexa, Ks – Rotation I) – Learned basics about customer service, operations, store merchandising and the culture of the company. Major Project: Designed the layout and format of the Mirror Gallery and established a new Inventory Management System that increased sales by 15%.
- ❖ Labor Management Project (ATL, GA – Rotation II) - Served as Labor Studies Captain responsible for leading a team of 5 Associates that conducted employee time studies, customer counts, and customer service surveys. The data collected and compiled by the team was utilized for establishing the labor standards for all Tile and Accessories Departments within the Expo Division.
- ❖ Supplier Diversity (ATL, GA – Rotation III) – Responsible for reporting all Diverse Spend Dollars to the Government (external) and all Buying Departments (internal). Trained all Buyers on the Supplier Diversity Management System, a fully automated Supplier Application database. Provided Diverse Supplier Sourcing for all Buying Departments based on their Department Goals and Opportunities.

RAYTHEON, TEXAS METAL FABRICATION

Apr 01 – Mar 03

Production Business Unit Manager – Dallas, Texas

Manage 48 non-exempt employees in all facets of Coating Applications, Symbolization, Hardware Installation and Assembly of Defense Equipment, including P&L Management, tracking cost, scheduling,

allocation of resources, ensuring quality, staffing, customer service, customer interface and other activities.

EQUISTAR CHEMICAL, LP **Aug 97 – Mar 01**
Process Engineer – Aromatics and Hot Fractionation, Corpus Christi, Texas

UNITED STATES ARMY RESERVE **Aug 97 – Mar 01**
Commander – 887th Quartermaster Company, Sinton, Texas

UNITED STATES ARMY, Fort Hood, Texas **Apr 94 - Jul 97**
Maintenance Control Officer *May 96 – Jul 97*
Ground Support Maintenance Platoon Leader *Oct 95 – Apr 96*
Battalion Maintenance Officer *Apr 94 – Sep 95*

EDUCATION

August 1999 **Texas A&M University - Corpus Christi**, Corpus Christi, Texas
Master of Business Administration, Emphasis in Management

March 1994 **United States Army**
Battalion Maintenance Officer Course - Fort Knox, Kentucky

February 1994 **United States Army**
Ordnance Officer Basic Course - Redstone Arsenal, Alabama

August 1993 **Texas A&M University - Prairie View**, Prairie View, Texas
Bachelor of Science in Chemical Engineering

PROFESSIONAL DEVELOPMENT

- ❖ Northrop Grumman UC San Diego – Elevate Leadership Certificate - 2013
Caltech – PMP (Project Management Professional) Course - 2013
CPIM (Certified in Production & Inventory Management) Course – 2012
Six Sigma Certification – 2011
UCLA Technical Management Program – 2010
- ❖ EXPO Design Center Franklin Covey Time Management - 2005
Selling for Success - 2004
IBM Leadership Certification – 2003
Profit & Loss/Financials - 2003
- ❖ Raytheon Six Sigma Certification – 2001
Ethics in the Workplace – 2001
Safety Training - 2001
Myers Briggs Personality Test (**ESTJ**) - 2002
- ❖ Equistar Chemicals Root Cause Analysis Certification – 1998
Process Controls – 1998
Safety Awareness Training - 1997
- ❖ United States Army Various Leadership Courses & Training

Security Clearance – Active Secret, held Top Secret SCI on active duty in the U.S. Army