

Luis E. Irizarry

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SUMMARY OF QUALIFICATIONS

Experienced Organizational Leader with over 17 years derived through military service in the United States Army managing mid-size to large groups under high-stressed situations providing thorough and skillful administrative support. Served in leadership positions; directing day to day operations leading, training and supervising over 300 employees providing Information Technology support for over 8,000 customers. Proven ability to manage risk while maintaining accountability of property inventory for \$25M of highly sensitive equipment with zero loss and an annual budget over \$1M. Possesses over two years of experience in **Recruiting Operations** managing 52 recruiters, 1 civilian and 10 recruiting facilities. Managed property valued over \$500K and the coordination of the company's fleet disposition and redistribution of over 50 government vehicles valued over \$900K. Directed and developed various communication and drivers training lanes for over 500 National Guard and Reserved units in preparation for deployment. Selected as **Senior Trainer** supervising the training and maintenance of over 25 military vehicles valued over \$1.7M. Provided subject matter expertise as **Network Administrator and Information Systems Security Officer** supporting a total of 400 computer systems and automation projects. Served as the **Deputy Director and Program Manager** for Community Relations planning and conducting marketing strategies to coordinate and synchronize themes, messages and talking points providing products for dissemination and supporting over 300 community events with proper assets. Provided training guidance/support to all units consisting over 9,000 personnel. *Bilingual with fluency in English and Spanish.*

- Project Management
 - Maintenance Management
 - Operations & Planning
 - Safety
 - Organizational Leadership
 - Training Development
 - Property Accountability
 - Crisis Communication
 - Quality Assurance
 - Administrative Systems
 - Event Planning
 - Team Building
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EDUCATION

Bachelor of Science (BS) in Computer Science (1998)
Inter-American University of Puerto Rico, San Juan, PR

Lean Sigma Six Certification (Expected 2016)
Syracuse University, Syracuse, NY

PROFESSIONAL EXPERIENCE

Deputy Director/Senior Administrator Jun 2012 – Present
United States Army, Fort Hood, TX

- Serves as the Program Manager for Community Relations. Processed over 300 community events with proper assets supporting numerous Community Events, Parades and Town Fairs enhancing relationships with local communities.
- Leads the Community Outreach working group and planning team to provide the Army Band, Horse Cavalry and static displays to support the 1st Cavalry 68th Anniversary.
- Establishes Standard Operating Procedures to outline key community outreach programs such as Partnership Cities, and Adopt-A-School which increased volunteer support for over 20 local communities and 55 local High Schools.

- Plans and assist with Operation Security Managers in providing Mobile Training Teams that increased their Security Level II readiness from 65% to 92%.

Senior Administrator

Nov 2008 – Jun 2012

United States Army, Joint Base Lewis-McChord, WA

- Served as the Senior Planner; coordinated with key stakeholders to develop and deliver messages thru outlets via media, radio and video that effectively promoted the Installation’s state-of-the-art training and infrastructure.
- Planned and developed a previously nonexistent budget allocating over \$850,000 which was vital for the section’s training requirements.
- Served as an Officer’s contractor representative managing a \$5 million U.S. government funded contract to support operations overseas in Iraq.

Administrator and Trainer

Jun 2006 – Jun 2008

United States Army, Stockton, CA

- Improved the Detention Facility training by installing over 300 computers valued at over \$800,000 to serve into the Facility network, exceeding the Department of Defense training requirements.
- Coordinated with Local contractors and Field Service representative to install and support security cameras valued over \$25 million to better serve the Detention Facility Operations and Training.
- Planned and coordinated the support of a Digital Language laboratory which utilized the Tactical Iraqi Language and Culture Training (TILT) computer base program that was worth in excess of \$90,000.

Senior Manager - Recruiting

Jun 2004 – Jun 2006

United States Army, Grand Rapids, MI

- Managed the fleet maintenance and safety inspections of log books periodically to ensure proper usage and expenses; company consistently ranked in the top 10 for having the best safety and maintenance record.
- Prepared and planned a fleet database to monitor all mileage and maintenance records; achieved a fleet readiness rate at over 92%.
- Planned and organized a comprehensive recruiting program that captured over 65% market share over other recruiting services who recruit in the same market area.
- Managed future Soldier retention programs achieving a 92% retention rate, well exceeding the U.S. Army Recruiting Command Standards.

ADDITIONAL DATA & TRAINING

Director - Directorate of Information Management (DOIM)

(Mar 2003 – Jun 2004)

U.S. Army, Camp Humphrey, South Korea

Share Point Web Designer Course

(2015)

U.S. Army, Fort Hood TX

Cyber and Electronic Warfare Course

(2014)

Operation Security Level Course I &II

U.S. Army, Fort Hood TX

Senior Leaders Course

(2012)

U.S. Army, Fort Leavenworth, KS

Recruiting and Retention School

(2004)

United States Army, Fort Jackson, South Carolina