

## Alvin Johnny Skrabanek Jr.

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### PERSONAL INFORMATION:

Wife – Susan  
Daughter – Kate  
Native Texan – born in Dallas, Texas

### EDUCATION:

Graduate of Sunset High School – Dallas, Texas in 1984  
Attended McMurry College (now University) – Abilene, Texas 1984-1985  
Attended University of Texas at Arlington – Arlington, Texas 1986  
(Entered work force full time in 1986)  
Currently attending Texas A&M-Commerce since fall of 2015 (online)

### WORK HISTORY

#### **June 2015 to Present**

Terrell State Hospital, Texas Department of State Health Services

- **Inventory Control Specialist;** HHSC Supply Services for Terrell State Hospital; IC Specialist performs routine inventory and warehouse work. Work involves electronically controlling inventory, putting away goods, delivering goods to state facilities, reconciling inventory variances, using multiple computer software systems and maintaining warehouse security. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Uses forklift, pallet jacks and other material handling equipment. Assist in reconciling inventory variances and maintains inventory of warehouse stock supplies to include analyzing reports and generating replenishment requisitions. Provides reports related to receiving and inventory control. Enters and manipulates data in MIMS and HHSAS computer programs daily in order to maintain adequate stock levels and timely receiving of nonstock items. Answers telephone, handles walk up customers and relays any messages or pertinent information to the warehouse supervisor. Provides information regarding status of delivery of warehouse stock orders as requested and other related warehouse inquiries. Actively participates and/or serves in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation.

- **Security Officer II;** Facility Security and traffic control; performs security checks of facility property; transporting clients and staff both on and off campus; perform duties associated with vehicle maintenance, responds to and assists with unusual incidents; conducts investigations and prepares investigative reports; prepares and maintains forms, records and reports associated with duties. Performs other duties as assigned under general supervision on a rotating schedule.

### **February 2008 to January 2015**

#### Rockwall County Detention Center, Rockwall County Sheriff's Office

- **Detention Sergeant;** Under the direction of the Operations (Detention) Lieutenant the Detention Sergeant (assigned to a particular shift Days/Evenings/Nights) supervises the activities of staff in the correctional facility; insures inmate safety and security; coordinates inmate programs; and assist a Lieutenant in managing a detention facility. Typical duties include maintaining facility security through regular inspections to insure compliance with governing regulations and standards relating to facility maintenance and health and safety of inmates; maintain established staffing levels by arranging staff work schedules, shift coverage, and overtime approval; insure that detention staff are fully trained and that proper conduct, actions and procedures are followed; review written reports prepared by Corporals and Detention staff; evaluate the work performance of Detention staff; handle a variety of employee problems such as discipline, grievances and time off requests; supervise the screening and classifying of inmates; act as a liaison with medical staff for resolving inmate health care concerns; investigate a variety of inmate involved incidents, violations of policies, irregular or suspicious occurrences, and recommend inmate and staff discipline as appropriate.
- **Detention Corporal;** Under the direction of the shift Sergeant the Detention Corporal provides front line supervision for the detention staff in their daily duties in the operation of the Rockwall County Detention Center. The Detention Corporal also interacts with local, state and federal law enforcement, the district attorney's office, the local courts, local bail bonds companies and the public in general.
- **Detention Officer;** Under the direction of the command staff, the Detention Officer provides for the custodial care necessary for the safety, security and wellbeing of the inmates confined in the Rockwall County Detention Center. Duties vary according to posts including Control Room Officer, Hall Officer and Intake/Release.
- **Jail Training Officer;** Under direction of the Detention Training Coordinator, the Training Officer trains the newly hired officers in the correctional facility after their orientation period, ensure staff training is in accordance to standards set by the Rockwall County Detention Center, and perform other work as required.

- **Safety, Security & Maintenance Committee;** Monthly walk through of specific areas of RCDC to ascertain needs in the areas of overall safety for both inmates and staff, identification of security issues and verification of maintenance needs.
- **Indigent Supply Officer;** Under the direction of the Night shift command staff, the Indigent Supply Officer reviews the indigent supply applications for initial eligibility, then entry into the Keefe system, assembly of the indigent supplies and distribution of the supplies to the eligible inmates on a weekly basis.

### **August 2005 to February 2008**

Wilson Office Interiors – Carrollton (then Dallas), Texas

- **Sales Service Manager;** Coordinated and singular efforts to promote the operational services of the company to existing and new clients
- **Sr. Project Manager;** Once project was awarded, took control of the final specification prior to order, order placement, manufacturing cycle lead times, shipping schedules, verification of installation documents, labor coordination & scheduling and compliance with construction as well as client (move-in) deadlines, punch list and after sales care
- **Product Application Training Manager;**
- **Product Presentation Specialist;**
- **Competitive Product Analysis;** Assurance that our selections of products in response to RFPs were correct, compliant and as advantageous as possible

### **October 2002 to August 2005**

WorkPlace Environments – Plano, Texas [was acquired by Wilson Office Interiors 2005]

- **Sr. Project Manager;** Once project was awarded, took control of the final specification prior to order, order placement, manufacturing cycle lead times, shipping schedules, verification of installation documents, labor coordination & scheduling and compliance with construction as well as client (move-in) deadlines, punch list and after sales care.
- **GSA/TXMAS Sales;** Market penetration through coordinated efforts with manufacturer representatives, responses to RFPs & Cold Calling
  - *Supplemental to my project manager duties.*

### **Mar. 1990 to June 2002**

Allsteel, Inc. – Dallas, Texas/Aurora, IL/Muscatine, IA/Rockwall, TX

[Allsteel, Inc. was acquired by the HON Company – Muscatine, IA in 1997]

- **Account Development Manager/Dealer Development Manager;** Manufacturer's Representative calling on multiple dealers within a specific market consisting of DFW, North East Texas, Southern Arkansas & Northern Louisiana focusing on product training, implementation of a variety of dealer incentive programs, client (end user) interface, Architectural & Design firm market penetration

- **Sr. Technical Training Manager;** In-depth product training for both internal members of the organization, dealer/distributor sales, design and installation personnel held on site, at manufacturing plants and in the corporate headquarters training “University” center
- **Field Engineer;** Working with all phases of the manufacturer (sales, marketing, customer service, product design & production) also dealer/distributors and end-user clients. “Trouble-shooting through analysis of inevitable snafus to find compatible solutions to remain on schedule and/or final resolution to issue. Responsible for new product implementation, project support, product application, specification & installation training, major project presentations, national trade show NEOCON held in Chicago, IL every summer. Involved in select mock-ups to review correct product application according to RFP, competitive advantage & required specials.
- **Regional Service Manager;** In-depth product training for in-house staff, dealer/distributor sales, design and installation personnel along with architectural and design staff. Training sessions held on site and in the regional showroom. Product application analysis and assurance that our selections of products in response to RFPs were correct, compliant and as advantageous to our success as possible. Involved in all mock-ups to review correct product application according to RFP, competitive advantage & required specials
- **Showroom Manager;** Coordination of all showroom events, updating product displays, major client presentations/tours, luncheons, Regional meetings.

#### **May 1986 to Mar. 1990**

##### Rainen Business Interiors – Dallas, Texas

- **Operations Manager;** Supervised all internal functions of furniture dealership including receipt & delivery coordination, outside labor coordination, project management, order entry & all follow up, facility & vehicular maintenance. Analysis of inevitable snafus to find compatible solutions to remain on schedule and/or final resolution to issue.
- **Warehouse Manager / Project Manager,** Supervision of Receipt & inspection of inbound freight, Coordination of outbound freight (order pulling) & truck loading Product delivery & installation at customer locations, Responsible for shipping schedules, labor coordination & scheduling, verification of installation documents prior to project start up and compliance with construction as well as client (move-in) deadlines, punch list and after sales care
- **Warehouse / Installation,,** Receipt & inspection of inbound freight, Coordination of outbound freight (order pulling) & truck loading, Product delivery & installation at customer locations

## **ACCOMPLISHMENTS:**

- 30 years of marriage (and counting)
- 7-year career in law enforcement
- Certified Mental Health Officer, Basic Instructor, Basic Jailer
- AFIS/CJIS Agency Representative
- Agency Court Liaison
- Inmate Classification Instructor
- 22-year career in the office furniture industry, 12 years with one company.
- Field representative including training on products and programs for distributor, architects, designers and end user presentations
- Maintained a 93% complete and on-time record as a project manager.
- Consistently under budget for labor and materials as a project manager.
- Elevated territory sales from \$10.2M (all channels) to \$14.7M (all channels) within 2 years as account development manager/dealer development manager.
- Managed successful field launch of the INTER|Change systems furniture dealer display and showroom packages as field engineer. (both domestic & international)
- Coordinated numerous on-site training sessions as field engineer.
- Coordinated Mock Up specs, shipping, delivery, travel and installation of three separate displays for ADMAS/ADGAS project in Abu Dhabi, UAE.
- Increased gross profit margin on Dallas County account from single digits to mid teens through extensive penetration via personal presence, word of mouth and continued success.
- Trouble Shooting – Analysis of unforeseen snafus to find compatible solutions to remain on schedule and/or final resolution to issue.
- Self Taught on AutoCAD while working as the Showroom Manager. This initiative opened the opportunity to be promoted to Regional Technical Representative.
- Proficiency in MSWord, Excel, PowerPoint; familiar with MS Access.

## **REFERENCES:**

Charles Wayne Howard – friend for 35 years  
1383 Hickory Drive  
Erie, CO 80516  
210/392-0790

Joan Parrish – friend for 14 years  
3 Amity Lane  
Rockwall, TX 75087  
972/961-0997

Damita Sangermano – work assoc. for 7 years  
1111 E. Yellowjacket Lane  
Rockwall, TX 75087  
972/204-6811

Alan Timberlake – work/friend for 10 yrs.  
2024 County Road 1302  
Greenville, TX 75401  
903/274-5373