

ADAM HINDS

ADAMWHINDS@OUTLOOK.COM | 615.746.7242

OPERATIONS MANAGER | TRAINING MANAGER | SAFETY PROGRAM MANAGER | ORGANIZATIONAL LEADER

Strategic leader with a passion for developing people, processes, leading change within organizations, managing capital projects and producing high level teams. Proven record of achieving results through effective people management and relationship building. Experience serving as an advisor to senior executives.

Clearance: Secret; TWIC

CIVILIAN EXPERIENCE

Operations Manager

Interfaith Ministries for Greater Houston, Houston, TX

08/2022-05/2023

Served as a departmental and organizational leader directly managing safety, facilities, technology, administration, reception, special and capital projects, and events.

- Managed all aspects of safety and security, including inspections, drills, incident response and other critical events.
- Managed campus, technology and facility improvement projects including the renovation of new buildings, improvements to existing properties, and space allocation.
- Managed technology operations, providing recommendations for IT suite upgrades, technical advice, and guidance for the creation of IT security policies.
- Oversaw building administrations including general administrative operations, procurement, data management, and vendor relations.
- Managed the Operations team, providing high-touch support to staff and volunteers, issue resolution, and conflict management.
- Developed departmental budget and made recommendations for capital projects to improve organizational effectiveness.
- Identified opportunities to implement new policies and procedures with the goal of continuous improvement, environmental sustainability, and more cost-effective management of operations.
- Built a strong culture of accountability, respect, teamwork, stewardship, and quantifiable results.
- Developed productive and trusting relationships with peer managers across the organization and led cross-functional working groups to address operational issues.

District Executive

Boy Scouts of America, Greater St. Louis Area Council, Farmington, MO

09/2018-09/2019

Worked with a volunteer board of directors and other community and business leaders to identify, recruit, train, guide, and inspire people to become involved in youth programs. Achieved progress towards specific goals and objectives which included program development through collaborative relationships, volunteer recruitment and training, fundraising, membership recruitment and retention.

- Actively extended BSA programs to religious, civic, fraternal, educational, and other community-based organizations through volunteers.
- Responsible for the selection and training of area Scout leaders and volunteers.
- Monitored the behavior of all volunteers by regularly attending activities sponsored by each unit to ensure their conduct is always aligned with the standards of the organization.
- Met with top volunteers regularly to plan activities for local troops and create initiatives to entice youth to join the organization.
- Secured a combined \$150k in funding through fundraising and product sales to achieve net income and participation objectives for assigned camps, programs and activities.
- Recruited leadership for finance campaign efforts to meet the financial needs of the organization.
- Created and maintained meaningful programs that enriches the lives of youth and contributed to the community.

MILITARY EXPERIENCE

Operations Manager, Foreign Ship Liaison, Training Officer, Watch Supervisor ([Navy Bio](#) | [Timeline](#))

United States Navy

08/2002-04/2022

Oversaw and managed administrative functions of organizations to meet program goals in the areas of payroll/budget, travel, and accountability property/procurement. Managed 24-hour joint and multinational coalition watch teams.

Leadership, Management and Training

- Exercised judgment and decision-making of all employee relations and personnel actions (i.e., timely performance evaluations, conflict resolution handling, disciplinary actions, employee counseling, etc.) to develop attitudes of cooperation, enthusiasm, and professionalism.

- Responsible for command and control training, qualification and certification programs.
- Composed personnel evaluations, fitness reports, awards and recognitions.
- Ensured the effective manning of watchfloors, including holding qualification boards to ensure personnel are suitability trained, qualified and able to perform their required roles.
- Provided mentorship, training and guidance for professional development of staff and transiting sailors.
- Tracked training and readiness requirements for over 1,000 deployed sailors.
- Coordinated training to enhance skills resulting in more proficient personnel.
- Implemented Equal Employment Opportunity (EEO) and diversity standards.
- Monitored the implementation of plans and Educational Lines of Effort (LOEs), primary objectives, supporting tasks and enabling actions.
- Established professional development activities to drive performance and to improve business services.

Operations Planning

- Worked with stakeholders to develop plans for international exercises, including 3 Sentinel Shield exercises and the 2020 Rim of the Pacific (RIMPAC) exercise, among others.
- Oversaw the planning and conduction of After Action Reports using appropriate regulation, policy, and command guidance.
- Reviewed and recommended changes or additions to existing plans.
- Produced staff action products (e.g. information papers, staff estimates, point papers, information briefings, decision briefings, routine reports, etc.) to support the mission.
- Developed presentations for the management and stakeholders on business operations.
- Analyzed Operations Plans and Orders, coordinated with higher headquarters in the implementation of the plans and/or other planning documents.
- Analyzed and evaluated diverse data and formulated into coherent practical operation plans, processes and procedures.
- Developed plans, orders and policy. Wrote and implemented standard operating procedures (SOPs), instructions, guides, and policies, providing clarity of leadership intentions.
- Supported business planning functions for new and existing strategic partnerships and alliances.
- Ensured cost-effective decisions are implemented in the planning process.
- Provided integral training in support of professional development, qualifications and watch team proficiency.

Husbanding (Foreign Ships)

- Coordinated with ship's contact for pre-arrival planning for the ship's port call via Logistics Requirements (LOGREQ) message and routine correspondence.
- Coordinated port call details including the arrangement of water, fuel and electric services, tugs, berthing, brow, line handlers, stores, vehicles and harbor pilots.
- Arranged for the greeting of ship's leadership with host nation senior officers, local consulates, and foreign liaison officers.
- Coordinated the embarkation and disembarkation of personnel, to include travel and lodging arrangements.
- Monitored vessel operations both inside and outside harbor.
- Arranged for minor ship maintenance and repairs with the shipyard and local contractors.
- Coordinated the armed security by host nation security personnel.
- Coordinated the removal of waste.
- Addressed other needs of the visiting ship as required.

Industrial Safety Program Management

- Developed safety programs for the Regional Boat Maintenance Center including respiratory protection, fall protection, confined space, electrical safety, environmental safety, material handling, fire safety, and maritime safety among others.
- Developed training and readiness plans for employees including scheduling courses, medical appointments, respirator fit tests, and forklift licensing classes.
- Managed investigations for injuries and mishap reports to compile data for reporting purposes.
- Briefed personnel on the safety program to cultivate a safety culture where everyone takes responsibility for their safety and safety of others.
- Conducted follow-up inspections to ensure unsafe conditions have been corrected.
- Prepared written reports with recommendations to correct unsafe acts or conditions.

Information Technology

- Assisted in the installation of the COMPOSE information technology server suite onboard US Navy Patrol Craft for unclassified and classified networks.
- Performed account management administrative functions on unclassified and classified networks utilizing Active Directory.
- Managed the movement and installation of information technology equipment.
- Configured devices and software applications to follow established procedures.
- Served as Global Command and Control System database manager, watch officer and system administrator and utilized multiple location-based tracking systems (AIS, GPS, RADAR, SONAR, SeaVision, Blue Force Tracker).

Watch Officer / Battle Watch Captain

- Led watch teams monitoring military activities in a dynamic areas of responsibility.
- Presented daily briefs on Special Intelligence Communication Center operations to department heads, senior officers, enlisted personnel, and other government employees. Conducted formal and informal briefs and tour presentations as required. Prepared clear, concise, accurate, and effective reports, correspondence, informational packets, and other written materials associated with Special Intelligence Communications Center operations.
- Maintained overall responsibility of daily-integrated intelligence support, to include any alert, crisis, and Force Protection situations. Assures the Intelligence function maintains a capability to provide timely and accurate operational intelligence support and fully trained intelligence personnel during peacetime and contingency operations.

EDUCATION

Master of Arts in Christian Practice & Conflict Management

Lipscomb University, Nashville, TN, August 2016

Bachelor of Science in International Relations (with minors in Global Studies and Religion)

Middle Tennessee State University, Murfreesboro, TN, August 2014

VOLUNTEER SERVICE

Commander

Veterans of Foreign Wars (VFW) Post 5896, Farmington, MO

05/2019-09/2019

- Led post consisting of over 500 members and 6 employees in executing the mission of the VFW within the Farmington area.

Funeral Honors Team

US Navy Reserve, Middle Tennessee, Missouri, and Texas

11/2012-Present

- Served as a member of the US Navy's funeral honors team for over 300 veterans in Tennessee, Kentucky, Alabama, and Missouri.
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CERTIFICATIONS & ADVANCED TRAINING

Transportation Worker Identification Card (TWIC)

Certified Manager (ICPM)

Resilience-Building Leadership Professional - Trainer

CompTIA Project+

Command Navy Leader Development Facilitator (US Navy)

Naval Coordination and Guidance of Shipping (US Navy)

MANAGEMENT AREAS OF EXPERTISE

Operational Management, Training & Development, Change Management, Strategic Management, Process Improvement, Performance Management, Employee Engagement, Policy Development, Data Analytics, Project Management, Lean Methodologies, Risk Management, Risk Analysis, Contracting, Acquisition, Business Process Improvement, Strategic Planning, Procurement, Supply Chain Management, Budgeting, Information Security Management

TECHNICAL SKILLS

Mac, Android, iOS, Chrome OS, Linux (Red Hat, Ubuntu, Mint, PopOS), Windows, Microsoft Office/365 (Excel, Access, OneDrive), Google Workspace, HTML, CSS, Java, Networking (TCP/IP, DNS, VPN, DHCP, etc.), Microsoft Exchange, Microsoft Server technologies (Active Directory, File/Folder Permissions, Print Management, Remote Desktop, etc.), IRC, Gemini, VMWare, GCCS-M/J, SIPR, NIPR, CENTRIX, CPN-X, JOPES, Salesforce, Asana, WordPress

PROFESSIONAL AFFILIATIONS

Project Management Institute, Veterans of Foreign Wars, American Legion, Free and Accepted Masons of Tennessee