

KEVIN N. BUCKLEY

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Results-driven Business Analyst with over a decade of experience in various business aspects, including leadership, management, contracts, global supply chain, and finance. Proficient in using several business process management software solutions, including SAP and ERP. Holds a Top Secret/SCI clearance, granted in June 2018

EDUCATION

Sandra Day O'Connor College of Law at Arizona State University

Law, Banking, Corporate, Finance, and Securities Law

- Jul 2023 - Expected May 2025

MBA: Finance

University of Wyoming - Laramie, WY

- Completed Aug 2021

Bachelor of Science: Business Administration

University of Providence - Great Falls, MT

- Completed May 2016

Bachelor of Arts: Strategic Intelligence

Community College of The Airforce - Montgomery, AL

- Completed Sep 2020

EXPERIENCE

PRINCIPAL SUPPLY CHAIN PROCUREMENT SPECIALIST, Northrop Grumman - Colorado Springs, CO, Jun 2022 - Present

- Monitored and tracked supplier performance to enforce adherence to quality standards and established timelines.
- Supervised quality control and reduced process lags to maximize revenue.
- Developed and enforced policies and procedures in compliance with local and federal regulations.
- Worked with suppliers to manage schedules, specifications, and quality compliance.
- Revised production schedules to meet dynamic conditions such as supply shortages and backlogs.
- Collaborated with internal teams to improve outputs to meet demand and supply requirements, ensuring inventory integrity targets for finished goods.
- Leveraged knowledge of best practices to track inventory and retain accountability for projects worth \$15M.
- Negotiated prices and terms with shipping companies and supply vendors.

LEAD CONTRACT ADMINISTRATOR, Northrop Grumman - Bellevue, NE, Jan 2021 - May 2022

- Led proposal preparation, contract negotiation, and contract administration activities from the proposal through closeout for SMORS, SEMSIII, and FSOC which totaled 280 million combined.
- Administered daily contract activities for a variety of product lines and contract types, which includes cost reimbursable, and firm fixed; also, establishing payment terms, initiating and monitoring invoicing, collections, and funding to support financial objectives.

- Participated in IPT and customer meetings; performed and monitored compliance to contract requirements and led change management process.
- Ensured non-disclosure agreements and contract terms in the SMORS, SEMSIII, and FSOC programs.
- Collaborated with internal departments to identify and manage demand for material and services.

INTELLIGENCE ANALYST, U.S. AIR FORCE F.E. WARREN AFB - Cheyenne, WY, Jan 2018 - Present

- Conducted detailed data analysis to identify patterns and trends in complex datasets.
- NCOIC assigned as Security Manager where I Develop and continually improve/maintain the information system security program and related policies for various information systems.
- Ensure compliance with security protocols, guidelines, and regulations.
- Oversee security measures to protect classified information and prevent unauthorized access.
- Used counterintelligence, human intelligence, and signal intelligence techniques to thoroughly analyze data.
- Produced multi-source intelligence reports and products for different agency customers.

RECRUITING MANAGER, Crete Carrier - Lincoln, NE, Nov 2019 - Jan 2021

- Provided continual feedback regarding employee performance; met with personnel to monitor sales goals and overall performance.
- Supervised, mentored, trained, coached, evaluated, and developed staff.
- Conducted and participated in the recruitment, interviewing, and hiring of branch employees.
- Measured and reported on recruitment metrics to track successes and failures of recruitment efforts and identify areas for improvement.

BRANCH AREA MANAGER, Rocky Mountain Air Solutions - Casper, WY, Jan 2019 - Nov 2019

- Responsible for development and maintenance of company-wide safety training, risk assessments, and behavior modification programs.
- Identified hazards and incidents of regulatory non-compliance, behavior that leads to issues, and recommended corrective measures.
- Acted as a key leader in pushing all employees and teams to work better and smarter through safety compliance.
- Generated financial and operational reports to assist the executive team with business strategy.
- Completed filings and upheld strict compliance with regulatory agencies and supervisors.
- Enhanced branch production rates by handling staff conflicts, evaluations, hiring, and termination processes and coaching employees on company protocol and payroll operations.

AREA BRANCH MANAGER, Enterprise Holdings - Casper WY, Great Falls MT, Rapid City SD, Scottsbluff NE. Aug 2014 - Jan 2019

- Marketed and signed 8 major companies to sign contracts totaling 2.9 million dollars in revenue.
- Hired and developed new employees to oversee branch operations and supervised the management team.
- Controlled cost/ expenses to make the location 36.2% more profitable than the previous year.
- Marketed and signed 3 major companies to sign contracts totaling 1.3 million dollars in revenue.
- Controlled cost/ expenses to make the location 15% more profitable than the previous year.
- Supervised, mentored, trained, coached, evaluated, and developed staff.
- Reviewed Fleet Groups' lease contract insurance compliance and managed annual policy renewals.