

# Travis Hembree

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Operations and Logistics professional with valuable, widespread experience in management roles. Proven leader and coordinator adept at business administration, project management, and financial operations. Expert communicator, skilled in building strong relationships with vendors and key players across departments. Keen ability to identify surplus-reduction opportunities, increase employee efficiency through technological and operational support, and streamline processes.

## **Proven expertise in:**

- Business Operations
- Logistics
- Planning and Budgeting
- Documentation and Reporting
- Leadership and Management
- Collaboration and Teamwork
- Process Improvement
- Database Management

## **EDUCATION AND CERTIFICATIONS**

**Bachelor of Arts in Business Management, Magna Cum Laude** | Florida Institute of Technology - Melbourne, FL  
**Associate of Science in Accounting Technology, Cum Laude** | St. Johns River State College – St. Augustine, FL

Honors Societies: Phi Kappa Phi and Phi Theta Kappa

Certificates: **Accounting Management | Accounting Technology Specialist | Accounting Technology Operations**

## **PROFESSIONAL EXPERIENCE**

St. Johns River Water Management District (SJRWMD), Palatka, FL

### **Property Specialist - 2020-Present**

Lead daily warehouse operations such as inventory control, database maintenance, and inventory monitoring. Provide logistical support to vendors, procurement, and other staff for delivery and return of assets. Facilitate the disposal of District surplus tangible personal property, both capital and non-capital assets. Research capital asset records, conduct paperwork, and secure disposal approvals via donation, trade-in, auction, or scrap. Thoroughly document all capital asset transactions, from acquisition to disposal, for annual audit.

### **Key Contribution:**

- Piloted a successful initiative to remove a backlog of surplus from multiple sites within the state.

St. Johns County Government - Board of County Commissioners, St. Johns County, Florida

### **Procurement Coordinator, 2018-2019**

Drove the success of projects and purchases by coordinating the advertisements, solicitation, and award process. Developed numerous sealed bids and Requests for Proposals (RFPs) in excess of \$50K. Collaborated with multiple departments to prepare scopes and specifications, conduct meetings and evaluations, and recommend vendors. Crafted formal contracts for goods and services as well as change orders and task orders under continuing service contracts. Cooperated with Directors and Project Managers to adhere strictly to the terms of conditions of projects. Communicated closely with Project Managers and Vendors to assure the timely renewal of continuing services contracts. Reviewed and analyzed proposals to verify that Best Value Procurement (BVP) principles were applied to those involving more than \$5M in change orders, task orders, continuing contracts, new contracts, and single-source Requests for Approvals (RFAs).

### **Key Contribution:**

- Managed and coordinated multiple solicitations, which significantly benefited the county's infrastructure.

St. Johns County Government - Board of County Commissioners, St. Johns County, Florida

### **Administrative Coordinator / Animal Control Officer, 2016-2018**

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Supervised 7 assigned personnel to ensure their work aligned with the standards of the Division and County Policy. Coordinated the Division's administrative functions by processing accounts, requesting requisitions and purchase orders, and processing payroll. Provided hands-on customer service and engaged with potential adoptees to facilitate animal adoptions. Aided in the care of animals and worked with the Emergency Operations team and the School Board to activate and run Emergency Shelters.

**Key Contributions:**

- Led the charge on emergency operations for animal safety and shelter during 2 separate hurricane events.
- Developed the annual budget, accounting for over \$8K per month in deposits and donations.

Jalaram Hotels, Inc., St. Augustine, Florida

**Auditing Manager / Corporate Officer, 2003-2016**

Oversaw daily financial operations by carefully investigating accounts and analyzing transactions to detect fraudulent activities. Spearheaded the design and development of new audit platforms and maintained existing platforms for financial, operational, and special audits. Observed over 100 employees and monitored 12 general managers, enabling highly efficient operations and ensuring 100% accuracy. Led monthly meetings, hosted auditors, and upheld federal and state legal requirements by conducting investigations, diligently maintaining records, and acting as the organization's representative.

**Key Contribution:**

- Ensured that more than \$22M in revenue was accounted for annually.

Jalaram Hotels, Inc., St. Augustine, Florida- Days Inn St. Augustine Beach, FL

**Assistant Manager / Night Auditor, 2002-2003**

**Key Contribution:**

- Provided exceptional customer service while completing daily operations which led to a promotion to management.

Ancient City Insurance, St. Johns County, Florida

**Insurance Processor Intern 2013-2015**

Processed insurance policy applications and responded to customer requests regarding new or existing insurance policies.

United States Navy and Naval Reserve - Jacksonville, Florida / Abroad

**Petty Officer / Logistics Specialist, 2005-2013**

Coordinated the sale of over \$50M pounds of US Contractor-Managed Government-Owned (CMGO) surplus to local nationals to aid in rebuilding Iraq and Afghanistan's infrastructure. Oversaw more than 20 personnel as Assistant Lead Petty Officer (ALPO) and offered support to the Defense Reutilization Marketing Office (DRMO) in property accounting and general receiving operations nationally. Orchestrated logistical improvements and boosted supply-chain efficiency to empower the Defense Logistics Agency (DLA) to meet and exceed its goals.

**Key Contribution:**

- Successfully managed the logistics of multiple deployments and removed massive amounts of surplus.

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## MILITARY AWARDS

Navy Meritorious Service 2 Stars • Joint Commendation Achievement Medal • Joint Service Achievement Medal • National Defense, Global War on Terrorism, Unit Commendation • Volunteer Service, Iraq Campaign 3 Bronze Stars • Afghanistan Campaign 2 Bronze Stars • NATO ISAF, Sea Service Deployment • Overseas Service, Armed Forces Reserve • Multiple Qualification Medals • Presidential Appreciation Letter