

**NELSON I FUNES**

**nfunes02@gmail.com**

<b>Objective</b>	<b>A position as Director/Administrator to plan, direct, organize, and control the administrative process necessary to carry out an organization's efficient and economical operation.</b>
<b>Profile</b>	<p>Nearly 13 years of experience as a professional manager.</p> <ul style="list-style-type: none"><li>• Ability to direct complex projects from concept to fully operational status.</li><li>• Goal-oriented individual with strong leadership capabilities.</li><li>• Organized, highly motivated, and detail-directed problem solver.</li><li>• Proven ability to work in unison with staff, volunteers, and the board of directors.</li></ul>
<b>Education</b>	<p><b>PhD Public Policy &amp; Administration ( ABD),</b> Walden University, 2013 <i>Emphasis on Management and Leadership</i></p> <p><b>M.S., Economics,</b> California State Polytechnic University, 1997 <i>Emphasis on Economic Planning and Development</i></p> <p><b>B.S., Business Administration,</b> California State Polytechnic University, 1993 <i>Emphasis on Operation Management</i></p> <p><b>Professional Educator License, Middle Grades Social Science Supervisory Certificate Program,</b> Salt Lake County, UT. 2006</p>
<b>Relevant Experience &amp; Accomplishments</b>	<p><b>Program Director</b></p> <ul style="list-style-type: none"><li>• Successfully managed the Senior Transportation Program.</li><li>• Balanced <b>\$1.15 million budget</b>, resulting in impressive optimization of resources.</li><li>• Managed a \$650,000 transportation center building project.</li><li>• <b>Wrote grants, secured funding</b>, and established a Peer Counseling Program for seniors.</li><li>• Reorganized Senior Transportation Program, turning annual increases in operation.</li><li>• Created Sites/Procedures/Volunteer Programs producing higher demand for our service.</li><li>• Designed service development plans and conducted operation assessments.</li><li>• Counseled students on defining career and work-related goals and objectives.</li><li>• Formulated, wrote and implemented new employee orientation manuals.</li></ul> <p><b>Management/Supervision</b></p> <ul style="list-style-type: none"><li>• Directed recruitment and retention of supervisors and staff of 30 employees.</li><li>• Trained, supervised, and evaluated staff, and coached improvement management skills.</li><li>• Resulted in multilateral staff achievement of work objectives.</li><li>• Managed and developed over 200 volunteers into a goal-oriented, cohesive group.</li><li>• Successfully refined and implemented new projects.</li><li>• Developed and coordinated a safety program to help train employees on making safety part of their responsibilities and making them accountable for the safety of fellow employees.</li></ul>

## Employment

**Academic Teacher**, Martin County Correctional, Indiantown, FL.

*April 2024-present*

- Plans, develops and conducts classes in the assigned subject(s). Utilizes various teaching techniques and activities to assist students with their educational advancement. Responsible for the supervision of inmates assigned to the class. Conducts roll calls, counts, and maintains attendance records. Ensures that order and discipline are maintained in the classroom.
- Continually evaluates students and makes determinations as to overall progress. Administer grades and assess tests.
- Counsels and advises individuals regarding their program progress, behavior, or personal concerns.
- Participates in staff meetings, seminars, and workshops to identify needed curriculum changes and to facilitate professional development.
- Assists in budget preparation and processing purchase requests for the education program.

**Senior Cargo Planner**, Seaboard Marine, Miami, FL

*April 2008-2023*

- Responsible for the discharge and loading of all vessels headed south to the Islands and South America.
- Production planning and labor scheduling to service vessels in a timely fashion.
- Planning and coordinating all containers with the union to make sure we service all our customers on time.
- Keeping track of the stability and safety of the vessel.
- Working with all other support operations to give our customers great service.
- Hazardous Materials certified. 49CFR, IMDG.
- Prepares vessel stowage plan.
- Calculates vessel stability.
- Segregates Hazardous Material (HAZMAT) accordingly.
- Coordinates with Equipment Operators to ensure cargo is available to load onto the vessel at the appropriate time to avoid unnecessary charges.
- Assists equipment operators in resolving discrepancies between the stow plan and cargo loaded onto the vessel.
- Coordinates with commercial divisions and the Dispatch department to ensure all cargo is dispatched promptly and will meet the vessels' sailing deadline.

**Adjunct Professor, Economics. City College, Miami, FL.**

*January 2017-2019*

- Teach principles of Economics, macro, and micro.
- Students analyze and interpret economic data to get an understanding of economics.

**Adjunct Professor, Economics. Art Institute of Fort Lauderdale, FL.**

*January 2017 to 2018*

- Teach principles of Economics, macro, and micro.
- Students analyze and interpret economic data to get an understanding of economics.

**Adjunct Professor, Keiser University, Pembroke, FL.**

*November 2014 to 2022*

- Teach principles of Economics, macro, and micro.

- Students analyze and interpret economic data to get an understanding of economics

**Adjunct Professor, Economics, CBT College, Kendall, FL.**

*September 2014 to 2016*

- Teach principles of Economics, macro, and micro.
- Students analyze and interpret economic data to get an understanding of economics

**Adjunct Professor, Economics, Innova College, Miami, FL.**

*November 2012 to 2014*

- Teach principles of Economics, macro, and micro.
- Students analyze and interpret economic data to get an understanding of economics.

**Adjunct Professor, Economics, Jose Maria Vargas University, Pembroke, FL.**

*2007-2008*

- Teach principles of Economics, macro, and micro.
- Students analyze and interpret economic data to get an understanding of economics.

**Adjunct Professor, Economics. Florida Community College Deerwood Center, Jacksonville, FL.**

*2007-2008*

- Teach principles of Economics, macro, and micro.
- Students analyze and interpret economic data to get an understanding of economics.

**Pricing Director, Arnold Transportation, Jacksonville, FL**

*2007-2008*

- Manage and assist with all requested customer profile information or RFP's.
- Review all bid awards with sales and operations for proper implementation and manage dedicated, automotive and rail costing opportunities giving our customers savings by having their fleet and being able to give a cheaper rate.
- Held each pricing analyst responsible for the following: Spot quotes, Rate increases, Audits, Short Pays, and Over Pays, Print Pick Action Items, Rate Maintenance, Rating, and Publications Departments.

**Program Director**, Aging Services, Salt Lake County, UT

2005-2007

- Directed transportation, home-delivered meals, nutrition, outreach, healthy aging, in-home care, and peer counseling.
- Develops and monitors transportation programs by setting goals and objectives, and the development of program analysis for actual and accurate reporting. Develop and monitor contracts and grants. Coordinate marketing strategies with public entities.
- Managed the operation of the transportation program. Study efficiencies for on-time service. Develop and monitor the annual budget. Monitor fleet program to maintain equipment, purchase specs, and recommend vehicle type to mix fleet.

**Planner, Vessel Planning**, *Matson Navigation*, Draper, UT.

2000-2005

- Having developed a performance-driven culture that ensures accountability and personal responsibility, led, developed, coached, and motivated 9 members teams – in safety management, customer communications, research, development, and planning – to accomplish key corporate business objectives; made the operation more efficient, which led to higher productivity.
- Led and managed logistic strategies across the planning operation unit; ensured that strategies included service segmentation definition and analysis, competitive analysis, and strategy, as well as channel strategy and key service penetration plans; led freight movement analysis and implementation.
- Supervise and led the creative team in developing and executing integrated service programs, including service analysis, and tactical distribution program, and led safety through direct management, customer service, account planning, and participating in meetings with customers at sites, formulated divisional business plans to better serve our customers, created new philosophies to establish safety standards.

**Terminal Manager**, Logistics Express, Centerville, UT

1994-2000

- Oversaw operations of the terminal making sure our product was delivered on time to our customers.
- Successfully refined and implemented new projects.
- Managed logistic positioning efforts and led service-development initiatives that differentiated the company's service; ensured compelling value propositions and created detailed go-to service plans that delivered value to the market and provided new business opportunities.
- Integrated new processes into service development, including a stage-gate new-service development process that reduced average time-to-market from 14 months to 8 months and a formal service life-cycle management process that reduced 18 percent of service failures in the first five months.

**Honors &  
Awards**

**Honor man**, US Navy

**Media Involvement in Community Affairs**, Spoke Person