Kevin R.S. Ortega

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Capabilities

Program and project management skills, leadership skills, strong conceptual and problem solving abilities, excellent communication and organizational skills. Ability to operate within the parameters of business and contract law. Able to learn business systems quickly.

- **Technical Expertise:** Voice and data network systems; radio wave and wireless systems technologies; mechanical and electrical expertise; engineering procedures to implement product changes using ISO processes; practical knowledge and experience with load bearing, load transfer, and wind and seismic shear principles.
- **Sales and Marketing:** Account management and new business development; marketing strategy development and implementation; improve price-level tier sales for business units and market placement of products; customer service.
- **Accounting and Business Applications**: Oracle and Access databases; Microsoft Word, Excel and BackOffice; Maxim Software; Quicken; AS400, Headberg, Giza, Alpha 4 Data Base, and SBT Accounting Software.

Professional Experience

Tour Driver/Chauffeur *Kauai Luxury Transportation 4/2021 to present*

Provide professional transportation services targeted to the luxury transportation and tourism industry.

- Conduct professional, historic and engaging tours of the Island of Kaua'i.
- Transfer clients to and from airport, resorts, luaus, restaurants, events activities and wedding locations.

Commercial Driver *Polynesian Adventure 12/2015 to 3/2020*

Provided professional transportation services for company business targeted towards the tour and events industry.

- Conducted professional, historic and engaging tours of the Island of Kaua'i.
- Expedited group movements to and from airport, hotels, cruise ship, luaus, restaurants, event locations and activities.
- Maintained Class A Commercial driver license with passenger endorsements.
- Performed safety inspections and comply with DOT regulations.

Assistant Manager *ABC Stores 9/2014 to 9/2015*

Planned and purchased goods and food services for retail sales to meet goals and budgets. Trained associates to adhere to company, as well as state health and safety standards. Maintained all equipment for the business operations to limit loss of sales and services to customers.

- Contributed to company revenue growth goal to reach 7% annually.
- Grew margins through just-in-time inventory and waste reduction of business departments.
- Led associates towards business and personal growth.
- Reduced costs through in-store risk management and insurance claims and costs.

Co-Manager *RaceTrac Petroleum 6/2008 to 6/2014 (moved to Kauai)*

Planned and purchased goods and services for retail sales to meet company goals and budgets. Managed employee weekly hours budget. Trained associates to adhere to company standards and practices as well as state health and safety standards. Maintained all equipment for the business operations to limit loss of sales and services to customers.

- Successfully aided in establishing four new stores from grand opening to full operation.
- Contributed to revenue growth from 50% to over 100% at new stores.
- Grew margins through just-in-time inventory and waste reduction of individual business categories.
- Actively used leadership principles to encourage associates towards business and personal growth.
- Actively pursued in-store risk management to reduce insurance claims and costs.

Loan Officer *United States Small Business Administration 8/2006 to 12/2007 (business downturn)*

Processed original home and personal property loan applications to recommend loan approvals, loan declines, or application withdraws. Analyzed consumer credit reports, Federal transcripts, small business financial statements, and schedules to conclude and submit loan recommendations for supervisory review.

- Met required case load at an average of four loans per day.

- Attained above average quality submittals assuring less rejected cases.
- Reduced operational costs of electronic documentation while assuring 100% delivery.
- Processed over 35,000 electronic documents in less than 12 months.

Commercial Driver *Owner/Operator 5/2006 to 8/2006*

Delivered products nationwide using flatbed truck; complied with DOT regulations while operating a Class A tractor trailer.

Lead Commercial Driver *Performance Food Group 8/2002 to 3/2006*

Delivered food products nationwide; complied with DOT regulations while operating a Class A tractor trailer.

- Assured customer satisfaction by delivering on time for "just-in-time" food products.
- Streamlined routes, reducing fuel costs and miles traveled.

Technical Program Manager *P-COM 6/2000 to 4/2001 (business downturn)*

Managed assigned customer contracts for telecommunication products by assuring manufacturing compliance to all aspects of OEM agreements, sales representation agreements, and distribution agreements; assisted engineering and sales in the presales assessment of customer network and product requirements; assessed the feasibility of new product development and reconfiguring existing products; pushed through new product development with contracted specifications.

- Reduced unallocated inventory by 95% in 10 months.
- Functioned as change board liaison; monitored the progress and effect of Engineering Change Orders (ECOs) for configuration controlled customers; analyzed ECOs for compliance to contracts, test specs, and form/fit/function.
- Created efficient processes for bill of materials and system databases.

Buyer & General Line Coordinator *Office Depot Business Services Division 2/1998 to 6/2000*

Managed purchasing for business-to-business contracts for office furniture systems; developed and managed vendor relationships to ensure quality performance; negotiated price, delivery, and quality issues; mediated between vendors, account executives, district managers, confirmed requisitions, assigned, entered, and distributed PO's.

- Maintained 25% gross profit while assuring customer satisfaction.
- Reduced shrinkage costs by 60% for special projects.

Warehouse Manager & Sales Support *Michael Smith & Associates 3/1994 to 12/1997 (business closed)*

Operations, accounting, IT, sales and customer support; provided customer quotes, and collateral.

- Created operational database in Alpha 4 DB, maintained PCs and peer-to-peer network.
- Performed periodic inventory of assets including merchandise for resale.
- Performed worksheet aging, contacted delinquent accounts, posted payments.

Accounts Payable, Controller Assistant *Advanced Computer Engineering (Everex) 10/1990 to 3/1992 (moved)*

Set up and maintained control procedures for purchasing, receiving, accounts payable, accounts receivable, petty cash, shipping and receiving, inventory control, and warehouse management. Matched invoices with PO's and receiving records; performed voucher entries; tracked problem invoices; managed with vendors.

Education & Training

College

- Business Management & Pastoral Ministries, Vanguard University, Costa Mesa, CA 1990-1991
- Business Management & Accounting, Ohlone College, Fremont, CA 1989

Additional Training

- Microsoft Certified Systems Engineering Training, Heald College, Milpitas, CA
- Leadership and Business Law Seminars