

Joel Chamberlain

Experienced And Motivated With Over A Decade In Leadership

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I have over 15 years of experience in management, supervisory and leadership roles in backgrounds of manufacturing, installation, retail and most recently nonprofit. I always go the extra mile promoting teamwork and productivity to achieve goals with safety, quality, integrity at heart and in mind. I believe I am the ideal candidate for your position, appreciate you taking the time to read my resume and look forward to hearing from you.

Authorized to work in the US for any employer

Work Experience

Daily Operations Manager

The Brisben Center - Fredericksburg, VA

November 2021 to Present

- schedule, coordinate use of, and manage the physical building space and its maintenance and repairs to ensure consistent availability, safe, effective, and efficient utilization.
- supervise the Control Desk Manager, Kitchen Operations, Building Systems Maintenance, and Volunteer Coordinator, and coordinates with Director of Programs and Case Management Team.
- Coordinate and ensure completion of custodial, maintenance and repair work with Control Desk Manager, Volunteer Coordinator and outside volunteers and contractors; follow up on all outstanding work.
- Respond to Shift Reports that identify custodial, maintenance and repairs, including landscaping and mowing, electrical, lighting and plumbing, HVAC, hygiene and health-related issues, aesthetics and signage, parking lot, and general building upkeep.
- Schedule and maintain inspections and related maintenance of elevator, fire suppression systems, emergency alarms, health department inspections, and other building systems.
- ensure all IT equipment (i.e. network, WiFi, desktops, monitors, security cameras, and teleconferencing are functioning optimally.
- Oversee the Court Appointed Service Worker (CSW) program in coordination with courts and probation services.
- Maintain key control for all TBC facilities
- Develop and maintain inventory of all Brisben Center owned and/or rented equipment.
- Structure and lead supervised teams to deliver outstanding services.
- Participate as a member of the agency's Leadership Team
- Create, manage, and report on the budget for Building Operations and functions. Implement best practices for tracking, documenting, and controlling the approved budget
- assessing and recommending alternatives for acquisition, sourcing, financing, and timing of all maintenance and repair projects.
- Respond to emergencies and in collaboration with the Leadership Team and promptly coordinate responses to them.

- Oversee, maintain an inventory, and safeguard the use of office equipment and equipment, including computers, copiers, printers, peripherals, telephones, fax machines, security cameras, lock and key systems, access control points, and fire safety panels.
- Order or oversee the needs and procurement of all office supplies, furniture, carpets, and office equipment; and maintain appropriate inventories and asset management systems. Provide budget oversight on related purchases.
- Provide oversight of major and minor capital improvement projects and maintenance, working with the CEO, architects, planners, designers, consultants, contractors and vendors.
- Ensure compliance with TBC policies and practices, OSHA regulations, CDC and VDH guidelines regarding building, client, employee, and volunteer safety. Oversee building-wide ADA accessibility.
- Create and maintain emergency response plans, including phone trees, exit strategies for clients, employees and volunteers, designation of team captains, list of CPR first aid trained employees, and maintain OSHA Form 200 reporting of workplace injuries.

General Store Manager

Mattress Outlet Of Fredericksburg - Fredericksburg, VA

July 2020 to November 2021

- responsible for hiring, training, performance evaluation, scheduling, payroll, etc
- assisted customers in making the best possible purchase for the best possible price
- maintained company standards, policies and procedures and sales targets
- routine inventory and accounting for all orders, merchandise and purchases
- generated above-par profit margins and sales volume despite the most uncertain era of the country
- responsible for all duties of asst manager, driver and associates including advertising, sales, unloading shipments and delivery/loading of purchases
- Software used: Storis retail systems, Excel spreadsheet, Google Tsheets

Lead Foreman

Synergy Solutions - Richmond, VA

December 2016 to March 2020

- supervised a crew of 5-10, delivering, assembling and installing office furniture(desks, chairs, marker boards etc) in various client businesses throughout the east coast, mostly banks, insurance companies and call centers within the Richmond and DC/NOVA areas
- led, assisted and consulted in the hiring, training, performance reviews of company employees
- enhanced and instilled leadership and teamwork skills, constructive peer and client relations and workplace efficiency
- practiced, upheld and enforced professional and safety standards within crew at all times on job sites
- ensured team tasks were completed and work area was clean before leaving jobsites
- Software/equipment used: power drills, screwdrivers, tape measures, various other tools, Google calendar

Quality Assurance Supervisor(1.5 years)/Lean Manager(4.5 years)

American Woodmark - Orange, VA

September 2011 to December 2016

- supervised the product and processes of a shift of over 50 employees and 8 departments, insuring proper specifications, measurements, dimensions, handling, machining, repair and finishing techniques within the plant
- was promoted internally to lean manager in less than two years

- worked to reduce waste and downtime while converting scrap into acceptable product cutting down on cost of input board foot per dollar and loss of output board foot per manhour and ergonomics
- led Kaizen teams resulting in implements, processes and improvement in quality, yield, lean and production values
- built, learned, enhanced and instilled leadership and teamwork skills, constructive peer relations and workplace efficiency.
- assisted, led and consulted in hiring, training and performance reviews and peer meetings of over 100 employees
- maintained, upheld, enforced and educated workplace safety protocols including the use of personal protection(PPE), the practice of lock out/tag out(LOTO), proper lifting, etc
- Software, equipment, machines used frequently: fletchers, moulders, rip saws, glue reels, tape measures, calipers, moisture meters, orbital sanders, InfinityQS ERP system, Excel spreadsheet, PowerPoint presentation

Assistant Director Of Fundraising

Civic Development Group - Goldsboro, NC

July 2007 to August 2011

- started as a cold caller the summer after I graduated high school, was promoted to trainer in less than a year and then assistant director a little over year later
- maintained job while being a full time student at PCC and then ECU
- solicited funds for various charitable organizations including Fraternal Order Of Police, National Firefighters Association, Paralyzed Veterans Of America, etc
- led meetings regularly to outline goals and motivate results
- hired, trained, coached and evaluated employees

Education

Bachelor's degree in Business Management

East Carolina University - Greenville, NC

August 2009 to June 2011

Associate's degree in General Studies

Pitt Community College - Winterville, NC

August 2007 to June 2009

High school diploma

Greene Central High School - Snow Hill, NC

August 2003 to June 2007

Skills

- Operations management
- Retail management
- Manufacturing management
- Crew management
- Microsoft Office

- Hand tools
- Leadership

Languages

- English - Expert

Certifications and Licenses

First Aid CPR AED

February 2022 to Present

Mandated Reporter

November 2021 to Present

Mental Health First Aid

February 2022 to Present