

# BRITTANY HEWLETT

505.410.8193 | brittanyhewlett@gmail.com | Oxnard, California

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## EXPERIENCE

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### NAVAL BASE VENTURA COUNTY | Port Hueneme, CA

Acquisition/Product Analyst | Jan. 2020 – Present | GS-0343-12 | Full-Time 80 hours Bi-Weekly

- Creates Cost Analysis Spreadsheets when product quotes are returned from the vendor to determine if funding available will suffice
- Assisted in monitoring the Material Handling Equipment (MHE) Integrated Master Schedule (IMS) and updating with current information to assure the team was aware of upcoming due dates on deliverables
- Assisted in Specification development for equipment to prepare Request for Quote (RFQ) submission to Defense Logistics Agency (DLA)
- Successfully coordinated with teammates to ensure speedy financial acceptance of Purchase Requests (PRs) to meet benchmark
- Coordinated the engineering and configuration teams to analyze Integrated Logistic Support (ILS) and Product Support Packages (PSP) requirements for the fielding of all MHE
- Conducted extensive Market Research and justify the integration of product end-items as a proposed Material Solution buys proper application of Federal Acquisition Regulation to the Acquisition Strategy and procurement plans
- Participated in the Integrated Logistics Support (ILS) developmental processes of projects to determine Total Life-Cycle Cost and Total Ownership Costs (TOC) data to integrate into the enterprise metrics
- Participated in review boards to ensure Capabilities Documents from TYCOM's cover all Key Performance Parameters and Key System Attributes enabling NAVFAC EXWC to procure current and next generation systems and materials
- Responsible for the management of six MHE platforms conducting market research, coordinating training and delivery along with direct communication with vendors throughout the process.
- Helped establish detailed command budget based on established funding controls; develop funding requests during Fiscal Year (CYD, UPL, etc.); and track and report execution throughout the year.
- Analyzes, determines and executes the best possible solutions at all stages of program existence to assess performance, schedule, and supportability cost outcomes to address current and next generation materiel solutions
- Supports multi-year development, implementation, and execution of assigned materiel solutions to include program and project planning and scheduling.
- Coordinated schedules, plans and budgeting to identify gaps in Table of Allowance assets ensuring plans were in place for current and Future Year Defense Plan execution.
- Effectively communicates progress on projects to Program Lead
- Multi-faceted role involving analysis and research contributions, monitoring of budgeted Fiscal Spend Plans, Buy Plans, and immediately execute the time-sensitive procurements and purchase orders
- Researched Table of Allowance (TOA) white space/overaged equipment to strategically plan future buys
- Utilizes and updates Spend Plan for current year buys
- Measures and tracks activities to ensure milestones and acquisition activities are on schedule
- Effectively and consistently collaborates with team members to ensure program success
- Provides training to teammates in regards to the Procurement Process
- Participated in Integrated Logistics Support (ILS) developmental processes
- Perform Market Research and justify the integration of product end-items as a proposed Material Solution by proper application of Federal Acquisition Regulations to the Acquisition Strategy and procurement plans
- Responsible for the obligation of over \$21 million of assets for Industrial Production & Handling (IPH) product line
- Expeditiously initiates transfers, registration and disposal of assets in EXMIS
- Apply Department of Defense (DoD) and Department of Navy (DoN) logistics principles, policies, concepts and practices to the acquisition process to ensure Lifecycle Support is adequately addressed and funded

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- Incorporates availability, reliability and supportability requirements into initial designs, acquisition strategies and procurement documentation in accordance with DoD and SECNAV 5000 Series guidance
- Participates, coordinates and supports business process standardization and implementation within ExPO such as Fleet Costal Feedback Report (FCFBR), Product Support Tracker, Acquisition Strategies and Integrated Master Schedule (IMS). Participates in the development of plans, instructions, and directives necessary to ensure effective communication among all activities participating in acquisition and logistic support programs
- Supports comprehensive Acquisition and Life Cycle Sustainment Management of integrated product support functions as the logistics subject matter expert in the operation, maintenance, and product support of a wide variety of complex equipment, systems and platforms for Industrial Production & Handling (IPH)
- Implements and helps with final reviews of all completed work to ensure valid technical concepts and methods have been applied
- Ensures systems product support strategy elements are incorporated into acquisition documentation, procurement specifications, contracts, and engineering documents to include but not limited to; Product Support Plan, Fielding Plan, Life Cycle Sustainment Plan, Integrated Logistics Assessments, Configuration Management Plans, Reliability Availability Maintainability Analysis, Class Maintenance Plan, and Systems Safety Plans
- Prepare briefs to inform senior leadership on Table of Allowance (TOA)/White Space/Excess status
- Initiate Allowance Change Requests (ACRs) to make TOAs more aligned with the unit's mission

## **GEORGE I. SANCHEZ COLLABORATIVE COMMUNITY SCHOOL | Albuquerque, NM**

Fifth Grade General Education Teacher | Aug. 2017 – May 2019

- Implemented Common Core curriculum (EngageNY for Math and ELA)
- Connected with students and analyzed student progress to create differentiated lesson plans that fostered growth and increased student performance
- Gauged and assessed student proficiency using i-Ready
- Mentored by a Level III teacher for three semesters and gained further expertise in classroom behavior strategies, lesson diversification, and the Student Assistance Team (SAT) process
- Fifth grade representative on AVID site team where I lead the implementation of AVID program school-wide
- Organized events, fundraisers, and team building exercises for the school's "Sunshine" Team
- Provided daily updates to parents regarding assignments, student behavior, and school functions via ClassDojo

## **SANDIA AREA FEDERAL CREDIT UNION | Albuquerque, NM**

Assistant Teller Supervisor | Aug. 2016 – Aug. 2017

- As Manager on Duty, I monitored all vault activities, armed/disarmed the building, and managed the teller line
- Monitor, analyze, and report on large or frequent cash transactions
- Managed and resolved any customer service issues that arose

Bank Teller | Oct. 2015 – Aug. 2016

- Promoted to Assistant Teller Supervisor after ten months for exceeding goals and supporting company culture
- Completed deposits, withdrawals, loan payments, credit/debit card assistance, and other account services

## **COLINAS DEL NORTE ELEMENTARY SCHOOL | Rio Rancho, NM**

Student Teacher | Aug. 2013 – Dec. 2014

- Developed lesson plans based on curriculum and taught Second and Fifth grade students for three weeks during full assumption
- Completed educational child studies where I furthered my knowledge of child development, learning processes, and behavior
- Mentored by a Level III teacher

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## EDUCATION

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### BACHELOR OF SCIENCE, MAJOR IN ELEMNTARY EDUCATION

University of New Mexico | Albuquerque, NM | 2014

## QUALIFICATIONS

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NEW MEXICO TEACHING LICENSE | Aug. 2017

PASSED ALL NEW MEXICO STATE MANDATED TESTS | Dec. 2014

## David Pacheco

### EXPERIENCE

**Star Hardware, Southern California** –Lead Door and Hardware Union Installer. Dec 2023–Present

**Bergantz Construction, San Luis Obispo** – Lead Door installer. July 2023–Dec 2023

**Boyett Construction, San Francisco bay area**— Door and Hardware Union Installer.

February 2023 -July 2023

**RT Western, San Francisco bay area**— Door and Hardware Union *lead*.

September 2020 - February 2023

**Build Group/Pacific Structures, San Francisco bay area**— *Door and Hardware Union Foreman*.

October 2018 - May 2020

**Exclusively Door Inc, San Francisco bay area** —Door and Hardware Union *Lead*.

September 2016 - September 2018

**San Joaquin Door and Supply, Southern California** — Millwork and Door *Installer*.

December 2010 - July 2016

**CLP Resources, Southern California** — Labor and Framer.

August 2006 - December 2010

### SKILLS

- Blueprint reading.
- PlanGrid, Procore, Smartsheet, familiarity with Office 365.
- General Construction Management.
- Door and hardware expertise
- General and Finish Carpentry
- Communication within the wide range of people in the industry.
- Knowledge and experience in property renovations.
- Coordinating budget friendly solutions in a wide array of professional settings.

**ACHIEVEMENTS** Completed and led door and hardware installation in a variety of settings including residential multifamily projects, high rise commercial buildings, and Industrial facilities.

### OTHER APPLICABLE EXPERIENCE

In the past I have helped rehab properties and I have some familiarity troubleshooting, and procuring contractors work as well as managing project budgets for self and others.

### EDUCATION

**California State University East Bay**— *Construction Management Certificate*

January 2021

### LANGUAGES

Spanish, English



Name: Katharine Raley

1343 Edgewood Way Oxnard, CA 93030 / 805) 983-6129) / raleykathaqrineyahoo.com

Retired County of Ventura Manager for the Health Insurance & Advocacy Program /  
Developed and trained HICAP Volunteers for Medicare Part D Prescriptions, Long Term Care Insurance and facets of Medicare and Medicare Programs.

Testified in Superior court of CA as a Medicare Expert.

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#### Education:

AA Degree in Humanities at Ventura College. Emphasis on: Health administration front & Back office as well as front-office Train the Trainer in Medicare, Medicare Part D, Appeals, and Long Term Care. Trained Volunteers in Medicare, how to counsel, in all facets of Medicare.

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#### Experience / Skills

25 years in Medical offices and acute care hospitals, and with HICAP Program Manager position.

Around ten years as your OXTHC Associations President. Implementing new upgrades and providing guidance in overseeing projects.

Thank you for allowing me to guide all of you and the board to insure our community thrives.

# Marcos A. Felix

Oxnard 93030

(805) 890-5098 [marcosfelix5@hotmail.com](mailto:marcosfelix5@hotmail.com)

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## Profile

Experienced Materials professional with twenty years of experience in manufacturing and distribution including Inventory Control, Shipping/Receiving and Material Handling.

- Oracle 11i, Mfg-Pro, Made 2 Manage and Microsoft Office
- CSUCI University, Production and Inventory Management Program (certificate)
- Just-In-Time, GMP and Total Quality Management
- Forklift-Certified
- DoD Security Clearance

## Professional Experience

### Mercury Systems

2022-2024

Oxnard CA.

Mercury Systems makes trusted, secure mission-critical technologies more accessible to the aerospace and defense industries.

### Senior Material Handler\ Logistics

- Interface with Production, Quality Control, Purchasing, Production Control and other related departments to resolve problems relative to receipt and distribution of material.
- Packing and shipping outgoing orders via UPS, FedEx and various freight carriers.
- Receive and transact all incoming material in MRP system.
- Conduct cycle counts to validate quantity, revision levels, stock location, and transfers.
- Research kit shortages, expedite missing kits, and be meticulous in kit integration.
- Participate in 5S and other continuous improvement practices.

### ECA Medical

2018 - 2022

Thousand Oaks, CA

ECA Medical is the global leader in single-use torque limiting and surgery-ready procedure kits. They design and manufacture instruments for the cardiovascular, neuromodulation, orthopedic, and spine markets.

### Warehouse and Logistics Lead

- Receive and unload incoming materials and compare information on packing slip with purchase order to verify accuracy of shipment.
- Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes
- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment
- Prepare documents and kitting, such as work orders, bills of lading, and shipping orders
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates
- Prepare bills of lading. Check items to be shipped against sales orders to ascertain that quantities, destination, and routing are correct.
- Trace lost shipments and/or customer claims of lost shipments. Initiate proof of delivery documents.

- Receive and unload incoming materials and compare information on packing slip with purchase order to verify accuracy of shipment; process return shipments from customers.

**CoorsTek Inc.**

**2008 - 2018**

Ventura, CA

Global semiconductor industry manufacturer of critical components for chip processing and wafer handling.

**Shipping/ Receiving Material Coordinator**

- Department Lead for Receiving and Tool Crib.
- Provided key leadership from Inventory Control & Receiving Department on several cross-functional process-improvement projects.
- Coordinated with department supervisors regarding material requirements and critical schedules.
- Requisitioned materials to Purchasing and established sequential delivery dates to departments, according to job order priorities and material availability.
- Conducted daily cycle counts and reconciled inventory discrepancies.

**Marcos A. Felix**

Oxnard 93030

(805) 890-5098 [marcosfelix5@hotmail.com](mailto:marcosfelix5@hotmail.com)

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**Zebra Technologies Corporation**

**2007 - 2008**

Camarillo, CA

Global provider of on-demand specialty digital printing and automatic identification solutions that enable companies to identify, locate and track assets, transactions and people.

**Logistics Lead**

- Designed warehouse lay-out to optimize space utilization and improve material distribution to Production and Shipping.
- Led establishment of daily priorities in accordance with production and shipping schedules.
- Reviewed transfers/transactions of approved products from the Production Department into finished goods locations by the material handlers.
- Prioritized the picking of future pack-slips based on shipment priority, destination and freight company.
- Coordinated the department cycle counting program, reconciliation and reporting.

**Dako Inc.**

**2001- 2007**

Carpinteria, CA

ISO 9002 regulated biomedical manufacturer of cancer diagnostic kits, reagents, antibodies and staining instruments.

**Inventory Control / Warehouse Lead**

- Received and transacted all incoming raw materials into proper temperature-controlled locations.
- Pulled, staged and issued raw materials for production to meet schedule requirements.
- Conducted daily cycle counts and reconciled inventory discrepancies per the company's Cycle Count Program.
- Updated the Production Schedule with work order kitting statuses and material shortage issues.
- Processed all internal material transfer requests, production returns and memo shippers.
- Dispositioned discontinued/obsolete raw materials per Design Change Notice documents.
- Provided flexible team support that included collaboration with Planning Department on sub-contract work orders, participation in daily production scheduling, and back-up coverage for Receiving and Shipping.



## **Education and Languages**

- Oxnard High School, Oxnard CA – Graduate
- Fluent in English and Spanish