Antonio Hicks

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# Objective

ENVIRONMENTAL, HEALTH, SAFETY, and REGULATORY COMPLIANCE

Well-organized and attentive Regulatory Compliance Officer adept at coordinating and tracking regulatory-related actions. Highly successful at keeping on top of changes in requirements to maintain flawless compliance. Offering Sixteen years' experience in Government Class III, and Class V products now I'm looking for a challenging new role.

# Skills

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| --- | --- |
| * OSHA Compliance * PPE Safety * Policy Enforcement * Field Inspections * Risk Assessment * Operations Management * Compliance Training * Hazard Prevention * SOP Development * Legal Terminology * Audit Documentation * Document Control * Risk Mitigation * Cybersecurity Protocols * Safety Audit Support * PowerPoint Presentations * Legal Compliance * Safety Compliance * Accident Prevention * Law and Statute Compliance | * Task Prioritization * Strong Organizational Skills * Professional and Courteous * Microsoft Office Suite * Multitasking and Time Management * Judgment and Decision Making * Research and Analytical Skills * Meticulous Attention to Detail * Database and Client Management Systems * Data Entry * Administrative Procedures * Staff Orientation and Training * Spreadsheet Tracking * Fast Learner * Problem Solving * Highly Efficient and Productive * Complex Problem Solving * Microsoft Office * Writing and Editing Skills |

# Experience

**Mission Support Assistant | U.S. Army XVIII CORPS Airborne**

Ft. Bragg, NC - April 2021 - July 2021

* Applied learn terminology to what I was being taught such as validating and verifying all Divisions, Battalions, and Squadron level units and their proper requisitioned forecasted ammunition using their UIC, and appropriate Department of Defense Activity Address Code (DODAAC)
* Learned how to operate at the Corps level of the Army
* Planned, developed, and implemented overall operational logistics criteria to ensure appropriate allocation and proper use of resources the was based on the current and future unit’s needs, although the past is important
* Ensured that every item met the new standard, of Green and if possible eco-friendly to the environment.
* Monitored office supplies and re-ordered, working with senior staff to keep desired supplies in stock for seamless office functionality.
* Assessed previous resolutions to uncover deficiencies in coverage and develop improvements.
* Tracked and documented metrics and evaluated trends.

**Environmental Health Specialist | U.S. Army Medical Command**

Ft. Knox, KY - September 2017 - May 2018

* Conducted routine and thorough inspections of all establishments on the installation that posed health/life risks to all soldiers and family members
* Completed over 30 inspections and risk assessments independently during periods where there were during high-volume times
* I took routine weekly water samples of the installation’s aquatics center, schools, eateries, and monthly sampling of all living soldiers’ quarters
* Verified weekly that all (pumps, filters, and separators) meters were working
* Assisted classes regularly with teaching field hygiene/sanitation training, and or food handler’s course
* All food handler classes are taught in the Code of Federal Regulations (CFR) and SERV Safe Manager
* And the safety of the population
* As a Certified Pool and Spa Operator, I’m very competent and water testing
* I secured water samples from around the installation at various locations
* Water quality surveillance program
* In PH, chlorine, alkaline, and calcium testing
* Updated files with current regulations and SOP documentation, making information readily available to the team
* Managed and maintained inventoried items to assist with necessary inspection and on-the-spot evaluations of pools, facilities, and locations
* Compiled reports and provided training courses
* Investigated incidents affecting health
* Performed environmental site assessments and provided remediation recommendations
* Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity
* Carried out day-day-day duties accurately and efficiently

**Lead Bulk Petroleum Manager | U.S. Army 19th Engineers Battalion**

Ft. Knox, KY - March 2015 - January 2017

* Supervised seven employees by maintaining work calendars, provided training, mentored, and counseled based on individual performance, updated rosters, and submitted important documentation on behalf of my employees
* Responsible for Army property totaling $1,948,310 without any losses
* Received and issued, bulk petroleum, oils, and lubricants (POL) products with no spillage or losses
* Implemented Safety Program, and monthly concurrent training that resulted in 0 accidents
* Coordinated and submitted monthly Millipore fuel samples of all (POL) tankers for military laboratory testing
* Maintained accountability of daily, weekly, and monthly petroleum accounting records to forecast feature orders.
* Ensured that safety protocol was being followed such as vehicle maintenance, checking all hoses, and nozzles, and were inspected daily. All decencies must be identified and addressed daily

**Lead Bulk Petroleum Manager | US Army, Striker Cavalry Regiment**

Barracks, Germany - March 2012 - March 2015

* Created and adjusted calendars based on mission demand, while focusing on customer service requests and being available during rotational periods
* Coordinated with peers, outside organizations, and other allied services to ensure mission success
* If other units ‘qualified soldiers were unavailable, I normally would shift my personnel to accommodate their loss
* Encouraged a safe work environment by ensuring that all employees wear safety gear while loading, unloading, moving, and storing petroleum supplies
* Reinforced all secondary safety measures such as spill kits, cones, grounding rods, pig pins/noodles, and fire extinguishers being readily available for use, as needed
* Conducted, daily walk-around safety inspections of government stored vehicles and 500-gallon drums
* Responsible for movement of all Class 1, 2, 3, and 4 hazardous military-grade ammunition by way of military vehicles, and then properly storage by the right category
* Oversaw 157 shipments of military-grade ammunition without any losses
* Chosen as the Deployment Certified Hazmat Subject Matter Expert (SME) for my squadron to provide support with loading and unloading of equipment, release and acceptance, and any other special requirements during the pre-and post-deployment process.
* Conducted inventory audits with 100% accuracy following company procedures.

**Manager/ Medical Liaison Officer | US Army, 101st SUS. Brigade**

Ft. Campbell, KY - September 2007 - January 2012

* Night shift manager of 7 personnel safely carried out proper loading, unloading, segregation, palatalizing, and selection of stock and storage areas within the Joint Distribution Container Yard (JDC)
* Tracking the movement of Tanks, up-armored Humvees, suburban and Special Op’s equipment for distribution
* Equipment used were (2) 5K Tankers also (3) 250,000 collapsible bags with (2) 350 GMP Pumps
* Task oversaw that my soldiers were proficient at their task
* Some of the tasks were to take an Aqua Glo test, a Millipore sample every six hours, recirculate the fuel source every four hours, and the fuel line before and after every operation to check for leaks
* Hot refuel of incoming NATO Helicopters that were in and outbound in support of Operation Iraqi Freedom/ The Surge
* Ensured employees follow the application of special procedures for handling, storing, packaging, and shipping retrograde materials per Environmental policy per (EPA) Regulations
* Made sure that all soldiers and NATO members that reside within the confines of COB Adder obeyed 40 CFR 261, 262, 263
* Enforced to maintain when feasible pop-up checks on unit motor pools to ensure that all their Hazardous products were in order
* I processed, tracked, and maintained the medical records of wounded Soldiers at Joint Base Balad Iraq (JBB)
* While working in the Patient Administration Department (PAD) in support of Operation New Dawn, it was my job to schedule flights and follow-on appointments to Walter Reed, BAMC, or Landstuhl Regional Hospital
* Updated military medical database that captured soldier appointment requests and evacuation schedule information for personnel that had serious injury or illnesses
* Oversaw all medical contingencies and effectively assisted with the evacuation of 32 wounded Soldiers, 53 medical evacuations, and 168 cases in which the Soldiers had a variety of non-serious to serious injuries.
* Gathered and evaluated quality assurance data to identify issues and improve process efficiency.
* Carried out day-day-day duties accurately and efficiently.
* Demonstrated respect, friendliness, and willingness to help wherever needed.
* Worked flexible hours, night, weekend, and holiday shifts.
* Maintained energy and enthusiasm in a fast-paced environment.
* Used critical thinking to break down problems, evaluate solutions and make decisions

**Tactical Trainer Manager | US Army, ABN, Infantry Regiment**

Ft. Polk, LA - April 2003 - September 2007

* Conducted rotational training of military personnel preparing units for deployment to Iraq
* Trained, and supervised, my team of 30 highly qualified motivated soldiers in developing tactics that prepared them to visit units for their upcoming deployment into hostile enemy territories
* Performed on-the-spot After Action Reviews (AARs) that enhanced the quality of the information provided to the units deploying downrange
* Responsible for ensuring that all personnel records were current and up to date.
* Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness.
* Implemented new strategies that were learned, and quickly teach the training unit depending on the unit’s upcoming mission orders (Iraq or Afghanistan

# Education

**Methodist University** | Fayetteville, NC Dec 11, 2021

**Major:** Environmental Occupational Management

**Minor:** Legal Studies Concentration: Regulatory Compliance

**American Military University** | Charlestown, WV Aug 2014

**Major:** Master of Public Health (MPH)

**Benedict College** | Columbia, SC June 2003

**Major:** Recreation Therapeutic

# Awards and Acknowledgements

* Golden Key Honor Society (2009-AMU)
* Environmental Club
* Fort. Knox High Football- Assistant Coach (2017-2019)
* Red Cross (2015-2018)
* Omega Psi Phi (2017-present)
* Student Veterans of America (2019-2021)
* Vice President, Chi Delta Chi Honor Society (2020-2021)
* Student Court Associate Justice for Methodist University (2020-2021)
* National Society of Leadership and Success (2019)