

Fernando Ramos

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Fleet Management

Dynamic senior facilities/transportation/logistics bilingual professional, MAVO certified offering 23+ years of experience in leading teams, managing projects, and overseeing operations, leveraging expertise in preventative maintenance programs, operational efficiencies, and regulatory compliance to optimize fleet operations.

Experienced and results-driven transportation professional with a proven track record in fleet management and operations. Offering expertise as a National Fleet & Facilities Manager, combining in-depth knowledge of preventative maintenance programs, operational efficiencies, and compliance with regulatory standards. Proficient in developing and implementing comprehensive fleet policies, procedures, and safety measures to optimize operations and mitigate risks. Expert negotiator with a proven track record of successfully managing company to vendor negotiations. Possessing advanced experience in senior fleet management roles within both the TV industry, healthcare industry, and the Finest Police force in the world the NYPD, showcasing expertise in overseeing large-scale fleet operations and their respective facilities. Skilled in monitoring vehicle maintenance schedules, conducting inspections and audits, and implementing cost-effective solutions. Highly capable in managing administrative paperwork and fleet/building operations for elite, top-tier, highly demanding companies/agencies. Extensive expertise in handling administrative tasks for both public and private sector fleets & buildings. Recognized for effectively managing EZ Pass corporate accounts, lifecycle administrative tasks (from Commissioning to Decommissioning/Auctioning process) and exhibiting utmost responsibility in safeguarding valuable assets, including buildings, vehicles and trucks equipped with specialized equipment.

Areas of Expertise

- Fleet Management
- Strategic Planning
- Continuous Improvement
- Team Leadership
- IFTA/HUT Regulations compliance
- SAP Concur
- Project Leadership
- Fuel Management
- Budgeting & Cost Control
- Training & Development
- DOT Compliance
- Tenna Asset Reporting
- MAVO Certified
- Site Inspection & Maintenance
- Risk Assessment & Mitigation
- Safety & Compliance Standards
- Stakeholder Management
- NJDEP Compliance
- GoFormz/Fastfields Reporting

Career Experience

NBC Universal, Fort Lee NJ - Hybrid

2018-2023

Fleet Operations Manager/Assistant Director News Operations

- Applied strategic approach to vehicle selection, tailoring choices to match the operational needs of the department, effectively maximizing overall effectiveness and efficiency.
- Supervised and provided strong leadership to the workforce, optimizing support for field operations, and actively collaborating with Department Staff to address and resolve fleet/building-related issues.

- **Played pivotal role in managing upfitting projects of assigned fleet/Equipment/assets**, meticulously supervising compliance with company standards and overseeing the installation of specialized equipment tailored to each asset/equipment/vehicle/truck type.
- **Steered accident incidents, including promptly notifying the current fleet management provider**, coordinating with preferred vendors for accurate repair/damage estimates, and conducting thorough cost-benefit analyses.
- Stayed updated on changes in federal, state, and local regulations through EHS **serving as part of the NBC EHS Board.**
- **Headed the execution of the fleet vehicle auction program** with preferred vendors, assuming responsibility for meticulous paperwork preparation, securing titles, and coordinating seamless vehicle pickups.
- **Drafted and presented monthly, quarterly, and yearly reports on department operations and expenses** in order to come up with annual CAPEX.
- **Teamed up with staff, supervisors and department heads in order to manage and reduce expenses** such as those for fuel and labor costs and stay on budget.
- **Created unique lifecycle management programs for assets** to ensure safety, reliability and maximizing returns.
- **Planned special event trips** for the company, their employees and family members as well as for community events, internal promotions, supplies requisition runs, evidence items retrievals and pick-ups, records retrievals and pick-ups, vehicles swaps, and new vehicle assigned pick-ups from fleet services division commands **ensuring that all vehicles and assets utilized comply with standard regulations including been handicap passenger ready.**

NYPD-Crime Lab, Bomb Squad, Latent Prints, Firearms Analysis - Hybrid

2001-2018

CL-1 / Fleet Manager/Plant Manager

- **Formulated and implemented comprehensive policies and procedures** to optimize fleet safety, integrating pre-operational checks and strict compliance with all pertinent regulations as scrutinized by Internal Affairs during building or fleet audits.
- **Exercised lifecycle management programs for assets** to ensure safety, reliability and maximizing returns.
- **Fully utilized all assigned and spare vehicles/trucks** as maintenance and emergencies arose due to mechanical, technical, vehicle body issues.
- **Notified Desk officer, Operations Coordinator, and Commanding officer of any issues** related to the surroundings of the command, fleet vehicles issues, in-house fuel pumps system, and any other issue in the building and contacted the proper departments resources for repairs, and solutions.
- **Coordinated and planned special event trips to special events** such as promotions, supplies requisitions, evidence items retrievals and pick-ups, records retrievals and pick-ups, vehicles swaps, and new vehicle assigned pick-ups from fleet services division commands.
- **Supervised and monitored a group of union civilian employees**, as well as summer interns, college police explorers, and WEP program individuals' participants thru NYC programs, or assigned to command due to community services.
- **Planned, Assigned, monitored, approved and denied overtime/sick/personal/leave of absence for a group of civilian employees** as well as change and modify their work schedules to avoid absences and or lack of coverage in command to perform duties.

Bio-Reference Laboratories; Elmwood Park, NJ-Remote

Sep 2017-Sep 2018

National Fleet Operations Manager, Plant Manager

- Handled Internal/external U.S. Fleet & logistics issues, requests and emails, Problem Escalations/Resolutions, and Process Improvements **via Smartsheet, SharePoint, PowerApps, Pre-Op reporting, Accident/Incident reporting, Telematics, Dashcam video retrievals, CMMR, and Facilities surveillance video.**
- Coordinated with Department Managers, and Supervisors to ensure Report Delivery, Route Optimization, OSC Utilization, Supply Coordination, Coverage, and Vehicle builds plans & Maintenance met company policies and regulations **via e-mail, conference calls, Smartsheet, PowerApps, and Management meetings.**
- **Trained new hires and existing couriers reviewing the most updated onboarding driver handbook,** as well as assuring they passed company ride along test with risk management Fleet safety officer and making them aware of post-accident procedures that included successfully **passing a refresher ride along course** in order to return to duty.
- **Managed, followed, and educated teams on company policies, its changes, and new regulations and adjustments companywide** in both the courier specimens Department (Nationwide), as well as the Employee/Visitors shuttle service.
- Communicated all unresolved issues to the respective Department Heads for resolution **via phone calls, conference calls, texts, e-mails, company apps, company software,** etc.
- **Performed other related duties as assigned including temporary “Mobile site coverage”** responsibilities for area (**Mobile vans, Mobile events, Shuttle service**) and ensuring that clients and staff were **safe and equipped with necessary access such as handicap ready,** equipment as portable freezers, dry ice, PPE, and other supplies as well as ready to roll vehicles, vans, and trucks.
- **Developed and implemented lifecycle management programs for assets** to ensure safety, reliability and maximizing returns.
- **Ensured Route Coverage and covered routes/stops/deliveries/runs** by using company telematics, **Pre-Op Reports, Accident reporting logs and current schedules** and activated all available staff/couriers/supervisors and On-call personnel as needed.

Professional Development

Project Manager Certification, PMI, 2023
ACLS/BLS/AED/First Aid Certification, NHSA, 2023
DOT Card, USDOT, 2023
Certified Automotive Fleet Manager Certification, NAFA, 2021 -2023
Business Management Certification & Bilingual Translations, IBMI, 2021
Microsoft office Applications Certifications, PCWDC.GOV, 2017
Power Industrial Lift Trucks Certification, DOLWD, 2017
MAVO -Mobility Assistance Vehicle Operator certified - 2017
Emergency Management Certification, FEMA, 2012
IFTA / HUT Monthly & Quarterly Compliance knowledge
DOT / NJDEP Compliance knowledge
Fuel Monthly / Quarterly / yearly reporting
Mileage Monthly / Quarterly / yearly reporting
GoFormz / Fastfields / Tenna Daily, Weekly, Monthly, Quarterly, and Yearly reporting.