

JAMES A. BURKS

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Career Summary:

A Commissioned Officer and proven leader, who has served the United States Marine Corps with distinction. A results-oriented officer with vast experience in budgeting, photography, commercialized printing, contract and multi media management, audiovisual systems, visual information and printing systems integration, equipment acquisition, customer service and program management. Demonstrated ability in developing complex cost saving initiatives by matching manpower with newest technology. A proven history of managing and leading multi-faceted command level departments.

Professional Experience:

University of Arkansas Little Rock
Dallas Baptist University
United States Marine Corps

January 2019 - Present
May 2016 – May 2017
November 1982 – July 2016

***Combat Camera Officer, Print and Procurement Officer, Marine Forces Reserve, New Orleans, LA.**

- ❖ Researched, tested and evaluated new equipment to enhance capability as well as reduce cost and manpower. Developed and executed fielding plans for \$17.5 million in new systems to include a lifecycle replacement strategy.
- ❖ Researched replacement printing technology at a 50% cost savings of current equipment which will produce higher quality product, reduce turnaround time and save manpower on maintenance issues.
- ❖ Served as the subject matter expert to the Marine Forces Reserve Commander for all matters regarding; imagery, acquisition, dissemination, field printing, commercial printing equipment and fleet copier procurement.
- ❖ Managed a major command level training department in support of over 35,000 Marines and Sailors aboard the installation. Supervised 10 Marines.
- ❖ Researched, authored and executed base wide copier contract which reduced equipment inventory by 15% and reduced operating cost by \$615,000.00 over the five-year contract.
- ❖ Developed and executed a \$1,400,000.00 procurement budget and a \$15 million property and equipment inventory.
- ❖ Managed base relationship with DAPS in regard to procurement of all copier-based technologies.

***Combat Camera Officer and Information Operations Officer, 3rd Marine Division, Okinawa Japan.**

- ❖ Supervised 53 Marines and 10 federal government employees.
- ❖ Developed and executed a \$650,000.00 operating budget and managed \$10 million in facilities and equipment.
- ❖ Secured funding, wrote statements of work, established timelines to ensure building upkeep did not impede work schedules.
- ❖ Researched, authored and executed an installation wide copier contract which reduced equipment inventory by 20% and reduced contract cost by \$1.2M over the five-year contract.
- ❖ Planned, Developed and executed several Humanitarian exercises throughout the Asian Pacific area over 3 years
- ❖ Responsible for all Information Operations supports achieving information superiority by synchronizing and coordinating all Information Operations with the overall Commanders guidance.
- ❖ Briefed the Commander on all aspects of Information Operations
- ❖ Managed the Marine Corps relationship with DAPS for the entire pacific region in regard to procurement of all copier-based technologies.

***Combat Camera Chief, 3rd Marine Division, Okinawa Japan.**

- ❖ Supervised 30+ Enlisted Marines and civilians. Responsible for all audiovisual equipment, printing, photography and video support to more than 15,000 Marines aboard the base.
- ❖ Drafted reports, official correspondence and budgets.

- ❖ Supervised and participated in numerous Humanitarian exercises throughout the Asian Pacific area.
- ❖ Managed \$200,000.00 operating budget and \$2.1 million equipment inventory.
- ❖ Performed the duties of the Combat Camera Officer in his absence.
- *Operations Chief, Marine for Life, Manpower and Reserve Affairs, Quantico, VA.**
- ❖ Provided and facilitated assistance to wounded, ill and injured Marines, sailors and their family members throughout their phases of their recovery in order to successfully return them to full duty or transition to civilian life.
- ❖ Coordinated a full spectrum of assets through several lines of operations that assist service members through their recovery mission and reintegration back to full duty or transition to civilian life.
- ❖ Assigned a primary care manager, medical case manager and recovery care coordinator is assigned to each wounded, ill or injured Marine / Sailor.
- ❖ Knowledgeable in a myriad of programs and infrastructures specially designed to support the wounded warriors.
- *Officer Candidate Instructor, Quantico, VA.**
- ❖ Conducted training for Officer Candidate personnel following the training schedules and orders
- ❖ Instructed Officer Candidates in close order drill.
- ❖ Lectured on Marine Corps history and tradition, customs of the service, military courtesy, and U>S> Navy Regulations.
- ❖ Assisted in conduct of parades and ceremonies.
- ❖ Maintained records and prepares reports.

United States Marine Corps Reserve**1993 - 2002***** 14th Marine Regiment****Photographer / Communications Chief**

- ❖ Perform advanced systems installation, operation, integration, and troubleshooting in order to maintain optimum information systems operations.
- ❖ Responsible for planning and supervising the installation, configuration, and maintenance of all information systems and network services, including the Defense Message System (DMS), in both a garrison and deployed environment.
- ❖ Planed and designed Local Area and Wide Area Networks and link heterogeneous networks through the application of appropriate data and telecommunications hardware and software.
- ❖ Ensured the proper installation, configuration, and operation of stand-alone and client-server information systems.
- ❖ Configured, optimized, administered, and troubleshot microcomputer network hardware and operating system software using Marine Corps standard network operating software and protocols. These include TCP/IP network design and installation and TCP/IP network administration.
- ❖ Responsible for all operating system and application configuration and integration of multiple information systems in a networked environment.
- ❖ Provided support for a myriad of computer and network operating systems to include: UNIX, Windows New Technology (NT), NetWare (IPX), and TCP/IP.

United States Marine Corps**1982 - 1993*****Combat Camera Photographer**

- ❖ Produced photographs using all types of still and digital cameras and accessories in a variety of environments and situations to meet a wide range of requirements support of combat and historical documentation; administrative; training; intelligence; investigations and law enforcement; research, development test and evaluation (RDT & E); recruiting; and internal and external information efforts.
- ❖ Operated manual and automated photographic equipment for processing, printing and duplicating of photographic imagery.

- ❖ Performed chemical mixing, equipment operation inspections and preventive maintenance, visual and statistical quality control, photographic finishing functions, captioning, filing and forwarding of photographic imagery; drafting reports and official correspondence and preparing budgets.

Honors/Awards:

2016 – Meritorious Service Medal for Outstanding Non-Combat Meritorious Achievement and Service
2009, 2006 - Navy and Marine Corps Commendation Medal for Meritorious Achievement and Service
2007, 2005 - Navy and Marine Corps Achievement Medal for Professional and Leadership Achievement
2009 – Combat Action Ribbon for combat service in Helmond Province, Afghanistan
(7) Certificates of Commendation, Letters of Commendation and Letters of Appreciation for superior professional achievement.

Professional Affiliations/Certifications:

- *Contracting Officers Representative – Certified
- *Secret Security Clearance - Current

Formal Education:

- *Benton Senior High School, Benton, AR, High School Diploma

Professional Development:

- *Air Force, Apprentice Still Photography Course, Denver, CO
- *Air Force, Intermediate Photojournalism Course, Denver, CO
- *Department of Defense, Photographic Quality Control Maintenance Course, Pensacola, FL
- *Contracting Officers Representative Course, New Orleans, LA
- *Marine Corps Officer Basic School, Quantico, VA
- *Intermediate MAGTF Information Operations Course, Little Creek Norfolk, VA
- *Appropriation Law / Fiscal Law, New Orleans, LA

