

Resume
Donald J. Brown
P. O. Box 126
Guntersville, AL 35976
(256) 738-0506, e-mail, brown241a@charter.net

SUMMARY

I am a Certified Safety Coordinator with a BA degree in Transportation Management and currently pursuing an AAS in Computer Science Tech. I consider myself a well-organized, team player adept at utilizing excellent communication and leadership skills to gain respect and motivation of co-workers and clients. I am currently developing an internet marketing business, helping local businesses maximize the potential of the internet in their business. For 10 years my experience was in DOT safety compliance (SAFER) (CSA), driver log audits, IFTA reporting, driver recruitment and qualification, in addition to some dispatching. Various computer skills include operation of Apple Macintosh and IBM AS400 & IBM compatible computers. Software skills include; Aldus Pagemaker & Freehand, Microsoft Office 2010, Microsoft Word 2010, Excel 2010, & Access, Powerpoint, QuarkXpress, Filemaker & QuickBooks Pro, as well as setup and maintenance of LAN including shared internet access through a TCP/IP protocol proxy server, troubleshooting, upgrading and repairing hardware. Also experienced in developing programs for tracking various items pertaining to trucking business, i.e. log auditing, fuel tax, permits.

EDUCATION

Snead State Community College. AAS Computer Science Tech, Major: Computer Science Technology (Current)
Real Estate Principles and Practice, Cisco Networking, A+ & C++
Almeda University, Bachelor of Business Administration, Transportation Management
University of Montevallo, Major: English Education
Gemological Institute of America, Certificate in Diamonds
Reid State Technical College, Commercial Driving
NRI Schools, Computer Multimedia/Programming

SPECIAL SKILLS & INSTRUCTION

DTPM, Drug Testing Program Management Drug Free Workplace Training Program, November 10, 2005
DTPM, Drug Testing Program Management Drug Free Workplace Training Program, July 11, 2003
J. J. Keller, Safety Coordinator Certification Course, May 15, 2003
J. J. Keller, Federal Motor Carrier Safety Regulations Course, November 12, 2002
J. J. Keller, Federal Motor Carrier Safety Regulations Course, May 18, 1998
Toastmasters International, January 1992 – May 1995, Competent Toastmaster Certificate (CTM)
Educational Vice President, Talk of Sand Mountain Club, July 1992
Charter Member Guntersville Toastmasters, June 1994
Educational Vice President, Guntersville Toastmasters, June 1994

EXPERIENCE

Seibro, Inc. Guntersville, AL 35976
August 01, 2012 to Current
Position Held: VP Marketing. Details of Position: Sales & Marketing for Internet Marketing company specializing in SEO, email Marketing, Web Design, Deal Site Marketing, Relationship Marketing, etc. website:
<http://www.seibroinc.com>

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EXPERIENCE (*con't*)

Alaplex AutoTransport, LLC Sardis City, AL 35957

November 2011 to 01/31/2012

Position Held: Safety Director. Details of Position: Same as Alaplex Transportation, Inc., GSTTS of Houston, TX purchased Alaplex Transportation, Inc. and renamed company.

Alaplex Transportation, Inc., Boaz, AL 35957

September 2001 to October 2011

Position Held: Safety Director. Details of Position: Carrier is primarily a transporter of automobiles and at one time maintained a fleet of dry vans (30) currently operates 80 total trucks including both company trucks & owner operators, my responsibilities include securing licensing & permits for all company trucks and many services for owner operators. Responsible for DOT safety compliance, IFTA reporting, driver logs audits and driver recruitment and qualification. Responsible for supervising one log clerk. Also responsible for conducting Auto Carrier training classes as well as New Driver Orientation and safety training classes.

Followthru Transportation Services, Inc., Guntersville, AL 35976

December 2000 to June 2001

Position Held: Safety Director /Accounts Receivable /Computer Analyst. Details of Position: Responsible for DOT safety compliance, driver log audits and driver recruitment and qualification. Responsible for reconciling deposit control sheets from factoring company and collection of outstanding accounts.

Lake City Trucking, Inc., Guntersville, AL 35976

September 1998 to September 2000

Position Held: Safety Director/Operations Manager/Computer Analyst. Details of Position: Ops Manager, Responsible for setting up carrier/shipper and carrier/broker relationships as well as assisting with dispatching of loads and trucks. Safety Director, Responsible for DOT safety compliance, drivers log audits, IFTA reporting and driver recruitment and qualification. Computer Analyst: Responsible for setup and maintenance of 5 computer LAN, developing programs for tracking various items pertaining to trucking business including shared internet access through a TCP/IP protocol proxy server. This being a relatively new company I was responsible for procuring computer equipment, setting up programs for keeping track of paperwork as well as setting up online load and freight matching service.

WhiteStone Communications, Guntersville, AL 35976

September 1994 to December 1999

Position Held: Owner. Details of Position: Desktop publications company. Published Lake Guntersville Chamber of Commerce monthly newsletter, annual project Lake Guntersville Chamber Business Resource Guide, numerous others. Most all work done personally, sales content layout and production. Subcontracted additional help on larger projects.

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EXPERIENCE (*con't*)

Office Equipment Company, Guntersville, AL 35976

March 1992 to December 1997

Position Held: Branch Manager. Details of Position: Responsible for profitable operation of full line office equipment and office supply store. Including hiring training and motivation of staff of 5 to 10 people. Responsible for supervising salespeople in sales of business machines and office supplies.

Griffins Jewelers, Guntersville, AL 35976

March 1989 to January 1992

Position Held: Store Manager. Details of Position: Responsible for profitable operation of full line jewelry store. Including hiring training and motivation of staff of 5 to 10 people. Responsible for supervising salespeople in sales of diamonds, watches, jewelry and repairs

REFERENCES:

Terry Kiger, Director
Southeast Transportation Systems Inc.
9985 Pritchard Road
Jacksonville, FL 32219
(904) 378-4770 Fax (904) 378-4807
Cell # (904) 210-2935

Bob Alexy (Alaplex Transportation, Inc. Retired)
P. O. Box 105
Sardis City, AL 35956
(256) 593-9596
Cell # (256) 393-6116

Doug Gamblin, City Clerk
Town of Sardis City
1335 Sardis Dr.
Sardis City, AL 35956
(256) 593-6492
Cell # (256) 572-8408