

Kevin P. Kelley

SKILLS

- Problem Solving and Analytical Skills
- Experience in Public Service
- Advanced Communication Abilities
- Leadership and Time Management
- Professionalism and Discipline
- Education in Political Science

EXPERIENCE

Penske Truck Leasing, Conyers, GA **10/26/2018 – Present**

Assistant Operations Manager

- Manage the employees and operations of a fast paced branch including overseeing the 100+ unit rental fleet inventory and providing exceptional customer service.
- Collaborate with the Service Department to schedule preventative maintenance, reduce unit downtime, and to ensure proper billing for vehicle repairs and damage.
- Assist customers in selecting the correct rental equipment for their needs, executing smooth transactions, and by resolving all customer complaints in a professional manner.
- Responsible for building and maintaining customer relationships to generate new revenue and increase repeat business.
- Utilize Microsoft Office, Rental Net, and AS400 to manage accounts receivable, profit and loss statements, contract billing, fleet value and depreciation, and fuel costs.
- Perform thorough inspections on every unit in the rental fleet to locate and document any new damage and to ensure that all vehicles meet DOT standards.

Rockdale County Fire Rescue, Conyers, GA **12/09/2013 – 1/11/2019**

Sergeant

- Provided the citizens with first aid and emergency life support services and by performing any other emergency civil operations needed to prevent loss of life.
- Build relationships with the local community to enhance fire safety education through community outreach and by teaching instructional safety courses at local schools.
- Perform building inspections and preplans to ensure that all structures meet the State and local fire codes, and to improve the department's structure fire response time.
- Voluntarily completed over 200 hours of training annually to improve my operational skills and advance within the department.
- Assisted with the hiring and training of 25+ new recruits during the department's annual firefighter recruit training program, and responsible for mentoring new firefighters.
- Received the Department's award for Outstanding Customer Service and Professionalism in 2015 and 2017.

EDUCATION

University of Georgia, Athens, GA **2018**
BBA, General Business & Operations

University of Georgia, Athens, GA **2013**
BA, Political Science & History Minor

Gwinnett Technical College, Lawrenceville, GA **2007**
AS, Automotive Technology



Philip R. Martens

Principal Occupation & Business Experience:

Independent Director	2015 - Present
- Chairman of Graphic Packaging International, Inc Board	2013 - Present
- Board Member of Trinseo	2016 - Present
- Board Member of Plexus Corp.	2010 - 2018
Novelis Inc.	2009 - 2015
Chief Executive Officer & President ArvinMeritor, Inc.	
President & Chief Executive Officer <i>Arvin Innovation, Inc.</i>	2008 - 2009
Senior Vice President; President <i>Light Vehicle Systems</i>	2006 - 2008
Plastech Engineered Products President & Chief Operating Officer	2005 - 2006
Ford Motor Company Group Vice President <i>Product Creation</i>	2003 - 2005
Vice President <i>North American Product Development</i>	2002 - 2003
Managing Director <i>Planning Design & Product Development Mazda Motor Company (Japan)</i>	1999 - 2002
Chief Vehicle & Chassis Engineer <i>Ford of Europe (Germany)</i>	1997 - 1999
Chief Program Engineer	1994 - 1997
Vehicle Engineering Manager	1993 - 1994
Various Positions	1987 - 1993

Professional / Civic Activities:

Board Member Make-A-Wish Georgia and Member of the Virginia Tech Business School Advisory Board.

Education:

Honorary Doctorate in Engineer 2003 <i>Lawrence Technical Institution</i>	
Master of Business Administration <i>University of Michigan</i>	1987
Bachelor of Science, Mechanical Engineering <i>Virginia Tech</i>	1982