

CLIENT NAME

Anywhere, Anytown, USA ♦ (123) 456 -7899 ♦ client-email@yahoo.com

SUPPLY CHAIN MANAGEMENT/LOGISTIC SPECIALIST

Inventory Control ~ Logistics Management ~ Materials Handling & Processing

Experience Logistic Specialist with over 10 years of experience in government logistics and supply chain management overseeing and maintaining military supply stores, and over 20 years in the United States Navy. Quality driven leader with diverse logistics experience, expertise multitasking in a fast-paced environment, strong technical and top-notch managerial skills. Managed the daily operations of government supply warehouse and storing facilities; responsible for purchasing and procurement, shipping and receiving, maintaining tools, consumables, equipment and other items obtained through the military supply system. Efficient use of financial accounting software and other technical databases to conduct thorough inventory and expensing.

NOTABLE ACHIEVEMENTS

- ✓ **Accounted for over 650 IMRL/SE items valued in excess of \$5.7 million** dollars with a minimal error rate. Prepared and shipped all squadron Individual Material Readiness Listing (IMRL) to over 50 locations with 100 percent accuracy in preparation of the squadron's disestablishment schedule. Spearheaded and scheduled initiatives to turn in of over 200 items in need of calibration. Handled the turn in and pick up of calibrated gear.
- ✓ **Supervised 10 personnel on automated supply** functions that include inventory control, stock records, the use of publications and directives.
- ✓ **Consistently maintained twelve annual government contracts** for medical equipment, government cell phones, supplies, and refurbishment to the ship and ensuring timely submission of all renewal contracts for all medical supplies and medical equipment to pharmaceutical companies.
- ✓ **Processed and expedited 1,050 mission critical high priority** requisitions valued over seven million dollars in support of five detachments.

AREAS OF EXPERTISE

Inventory Management & Accountability • Stock Control & Accounting Procedures • General Supply Center Navigation • Extensive Knowledge of Shipping, Receiving & Warehousing
Keen Attention to Detail • Steadfast about Keeping Accurate Records • Equipment Management • Inspections, Audits & Quality Control • Problem Solving & Decision Making • Storage & Distribution • Organized & Controlled Warehousing & Distribution • Audits & Inspections • Forklift Operation • Shelf Life Codes • Hazardous Communication (HAZCOM)

Technical Summary

Microsoft Word, Excel, Outlook, Power Point, FEDLOG, One Touch, and Internet navigation

PROFESSIONAL EXPERIENCE

GENERAL ATOMICS AERONAUTICAL SYSTEMS, Poway, CA

Material Control Coordinator II, 2012 Present

Administer logistic support for the Production Control Department by ensuring continuous flow of products through the shop floor

Key Accomplishments

- Oversee and control the daily receiving, issuing, and moving aircraft kits. Responsible for sorting kits from the stockroom and sending them to the next assigned location.
- Manage the transport of unassembled aircraft cables between stockrooms and shipping and receiving dept.
- Regularly audit on-hand inventory for availability of parts and forwarding request to the specified vendors.
- Orchestrate the processing of material transfers and the locating of lost aircraft cable kits on the production floor.
- Ensure speed and accuracy in processing daily report, by reducing the number of transaction errors thus supporting production flow through cable area which is critical to the release of aircraft.
- Provide cable kits from the Prep Area throughout various cells on the Production Control floor in order to provide sufficient weekly workloads for the technicians to build cable.

HSM-75 HELICOPTER MARITIME STRIKE SQUADRON, San Diego, CA

Logistics Specialists, 2008-2011

Directed and managed the maintenance of publications, reviews requisitions for nonstandard materials. Carries out Navy Supply procedures, and performed regular and special inventories

Key Accomplishments:

- Employed logistics management techniques, performed various automated systems inventory and financial management functions in Relational Supply Unit Level activities.
- Held the position of primary credit card holder, purchasing all office supplies and flight clothing also provided financial accounting for the Government Purchase Card Program.
- Produced monthly validation of reports on military financial budget estimated over \$275 thousand dollars.

USNS MERCY TAH-19, UNITED STATES NAVAL SHIPS, San Diego, CA

Logistics Specialist/Contracts Manager, 2005-2008

Managed the purchase card program on board the Naval Hospital Ship. Supervised five personnel on a 220 bed level medical facility afloat in daily supply and support for the entire military facility

Key Accomplishments:

- Maintained the highest level of customer service in daily contact with military and civilian personnel.
- Audited, categorized and maintained inventories of three medical and supply storerooms.
- Ordered, received, inspected, stowed, packaged, shipped and issued materials and cargo.
- Verified all incoming materials against vendor's receipt for accuracy.

VS-35, SEA CONTROL SQUADRON, North Island, CA

Logistics Specialist/Supervisor, 2003-2005

Supervised three personnel in daily process of ordering, receiving, inspecting, stowing, packaging, shipping and issuing materials, and prepared open purchase documents

Key Accomplishments:

- Tracked status on outstanding materials. Weekly status updates on supplies/materials.
- Meticulously and carefully handled controlled and sensitive materials.
- Managed aviation support equipment (SE) asset inventories as set forth by the Naval Aviation Maintenance Program and the Aircraft Maintenance Material Readiness List Program.
- Managed SE assets at the aircraft organizational and intermediate levels of maintenance afloat and ashore, naval air training activities, naval aviation depots, and aviation wings.
- Employed supply procedures, technical publications, and automated data processing equipment to conduct, reconcile, and report SE asset inventories; acquire and dispose of SE assets as per Support Equipment (SE) controlling authorities.
- Coordinated the turn-in/pick-up of support equipment for routine calibration.

VMFAT-101, MARINE FIGHTER ATTACK TRAINING COMMAND, Miramar, CA

Logistics Specialists, 2000-2003

Administered logistics support for 42 F/A-18 aircrafts.

Key Accomplishments:

- Supervised six personnel in the Requisition of supplies, aircraft parts, receive, inspect and stow, package, ship, track and update status of outstanding aircraft parts, issue materials, prepare and maintain files.
- Accounted for government materials, prepared and maintained required forms, records and validated inventory reports.
- Orchestrated daily processing, posting receipts, status updates, status requests, verification of part numbers, serial numbers and quantities received.
- Compiled and prepared paperwork for proper return of defective materials back to the vendor or the supply system.

EDUCATION

- **University of Phoenix**, Bachelor's Degree in Business Management, Complete in March 2015