

MY NAME GOES HERE

Cell: (696) 696-6969 | Email:EMAIL GOES HERE

A detail oriented, highly motivated, and professional individual with proficiencies in supply chain management and aircraft maintenance procedures. Capable of quick and efficient adaptation to work demand and management requests. Possesses exemplary interpersonal and workplace communication skills within high stress situations.

KEY SKILLS

- Distribution Management
- Microsoft Programs
- Transportation / Materials Handling
- Training and Leadership
- Standards / Procedures Compliance
- Shipment Processing
- Continuous Process Improvement
- Quality Assurance
- Vendor and Staff Relations
- Inventory Control Processes
- Secret Security Clearance
- Customer Service

PROFESSIONAL EXPERIENCE

Excels at coordinating tasks to ensure rapid, accurate delivery of equipment, materials, and resources. Expertise in reviewing invoices and shipping manifests to ensure full compliance with local customs and international regulations. Track record of identifying redundancies and maximizing resources to streamline operations. Proficient in a variety of logistics and supply management software, both proprietary and commercial. Knowledgeable in aircraft maintenance procedures including mission capability requirements, hazardous material handling and disposal, shelf-life requirements, and electrostatic discharge handling.

Logistics/Distribution Manager

US MILITARY

December 2017 to May 2020

- Assisted supply personnel and Items Analysts with repairable items due for replacement by providing them with disposition instructions, shipping and receipt verification of repairable items, and reconciling parts discrepancies lacking required documentation by way of blueprints, engineer's drawings, and various technical manuals.
- Developed and implemented safe and efficient company-wide standards and control processes for the documentation, packaging, and serialization of military equipment to be delivered to and received from localized units.
- Utilized local inventory and supply depot records to incorporate new procedures that resulted in the elimination of over 600 redundant items from company back stock and ensured that local inventories were of adequate capacity to match customer demand.
- Oversaw dispatching, routing, tracking, and shipping activities to ensure safe, prompt, and accurate delivery of military equipment.
- Supervised eight-member team to develop the most efficient routing system for \$47m in supplies and equipment.