**Peter Piper**

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| **Logistics Management Specialist** |
| INVENTORY & SUPPLY CHAIN MANAGEMENT |

**Professional Profile**

Committed, focused and reliable professional with several years of leadership experience as a civilian working within the military workforce/community seeking to secure a challenging position that will enable me to use my planning ability, management skills, attention to detail, team-player mentality and loyalty that enhances my knack to comprehend the ‘big picture’ to mission and execute accordingly with a progressive and exciting organization that supports professional growth and development. (Condensed cover letter value added statement ”Passion not paycheck”)

**Specialized Experience**

* Over four years of experience working with automated property management systems within the U.S. Military systems. (Adjust these bullets to match the Specialized Experience for each job)
* Over four years of experience in inventory control and management while working for the U.S. Military as a GS employee.
* Trained and skilled within the GS system in disposition of equipment and property.

**Summary of Qualifications**

* Experience contributing to cost-effective operations by recommending enhancements to logistics engineering efforts. Expertise in creating and executing process improvements affecting logistics operations. (Additional skills that are valuable and match the Responsibilities section)
* Comprehensive understanding of standard transport terms and conditions and hence enhancing logistics performance through strategic planning and process reengineering.
* Clear and concise communication skills, both orally and in writing, to a broad audience of military and civilian professionals, technical and administrative personnel, in a diplomatic and tactful manner, and sufficient to serve as a productive member of boards, meetings, and working groups.
* Experience in independently developing and present clear, concise briefings with sound conclusions and recommendations.
* Several years of experience in establishing and maintaining effective working relationships using tact, empathy, and diplomacy in interactions with subordinates, peers, supervisors, and external partners.

**Experience**

**Logistics Management Specialist (GS-9 Equivalent)**

May 2014 – Present

U.S. Army

Downthestreet, USA

Hours worked per week: 40

***Essential Duties:*** (Essential Duties always remains the same in each Federal resume)Serve as a Logistics Management Specialist in the Support Services Component of Logistics Management Programs. Assists the Supply Officer and Logistics Policy Officer in a wide variety of functions related to logistics support. Assists with policy implementation and integrated life cycle and sustainment management. Provides support to DMA logistics personnel worldwide on transportation and distribution management by all modes of transportation. Oversee the process of property requisition, receipt, storage management, issue, turn-in, inventory, transfer and disposal. Manage the supply policy program and functions as the technical authority to the unit. Administer local property management systems, programs and policies consistent with system-wide practices for property management. Secure stock numbers prices, supply sources, justifications, and other pertinent data.

***Key Accomplishments:*** (Brag Block)Received the German Proficiency badge and a Bronze Star medal. Selected as the first in my group to compete in the Strong Warrior Competition and place 2nd overall against 250 soldiers.

***Specialized Experience:*** Provides support 55+ logistics personnel in the unit with transportation and distribution management. Oversee the process of property requisition, receipt, storage management, issue, turn-in, inventory, transfer and disposal. Manage the supply policy program and functions as the technical authority to the unit. Administer local property management systems, programs and policies consistent with system-wide practices for property management. Secure stock numbers prices, supply sources, justifications, and other pertinent data. (This covers the Specialized Experience requirements)

***Inventory Management:*** (KSA 1) Works Prepare and coordinate disposition and redistribution of excess supplies and equipment. Control receipt of items, place them on the property book, prepare and process procurement documents, and perform related clerical tasks. Analyze automated supply data to determine the reason for transaction errors and failures for data discrepancies. Responsibilities include, but are not limited to supply, property accountability, acquisition, receiving, distribution, storage, utilization, maintenance, reutilization, and disposal. Run automated reports for all types of inventory adjustments and inventory and customer discrepancies. Provide verbal and non-verbal recommendations to management or improvement of logistical supply services. Provide instructions and regulatory guidance to staff on proper use of non-tactical vehicle (NTVs), and obtain maintenance of and ensure vehicles are in proper operating order and high standard of cleanliness.

***Supply Management:*** (KSA 2) Inventory equipment, fill out data sheets, complete receiving reports, and place property accountable items on the Property Book. Update hand receipt accounts to reflect movement of property to, within, and from hand receipt account areas. Request and/or issue nonexpendable property items to Primary Hand Receipt Holders or designated representatives. Use Wide Area Workflow (WAWF) for property receipt and accountability.

***Property Disposal Policies and Procedures:*** (KSA 3) Coordinate, schedule and conduct property turn-in and disposal transactions. Process supply requisitions for Operation and Maintenance Army (OMA) and other procurement Army funded supplies and equipment. Prepare the execution of an annual inventory schedule of accounts, reporting problems and discrepancies as required.

***Automated Accountability Systems:*** (KSA 4) Evaluate data input of supply automated systems for effectiveness and efficiency of supply activity program. Assign property to Primary Hand Receipt Holders using automated property hand receipts according to regulations. Conduct investigation and research of accountable records for unexplained adjustments. Perform periodic spot check inspections and system analysis to ensure procedure compliance and accuracy with regard to property and inventory management. Review documentation such as purchase order, receiving reports, reports of survey, hand receipt transfers, and turn-ins. Receive, review/edit requisitions for accuracy, completeness, and compliance with regulations.

**Supply Technician (GS-7 Equivalent)**

April 2012 – May 2014

U.S. Army

Aberdeen, MD

Hours worked per week: 40

***Essential Duties:*** Applied analytical and evaluative methods and techniques to logistics activities involving the acquisition, operation and maintenance of Battalion resources. Coordinated and identify specific requirements for money, manpower, equipment, supplies, and services needed to support the Signal Battalion’s logistics program. Maintained liaison by means of meetings, conferences, personal contacts, telephone contact and correspondence. Planed, coordinated, and advised supported organizations on the technical and administrative aspects of logistics planning which involve the acquisition, operation and maintenance of Signal resources. Monitored the effectiveness and efficiency of computer-maintenance operations, recommend improvements to correct deficiencies. Interpret and disseminate regulations and policies. Served as Supply Technician in the Network Enterprise Center (NEC). Was responsible for all mission equipment and vehicles assigned to the NEC, the Operations Center (OC), and the Operations Management Center (OMC). Scheduled services for all equipment and vehicles to include maintenance, calibrations, and any special requirements. Perform duties as the transportation coordinator for the organization. Prepared, revised and reviewed purchase request standards and specifications for procurement of new equipment. Scheduled and transported equipment within the BDE, to include supporting Supply Support Activities (SSA), the Defense, Reutilization, and Marketing Office (DRMO), supporting maintenance organizations, etc. Recommend vehicle redistribution based on monthly usage, and maintains usage records. Dispatched vehicles utilizing the SAMSE System.

***Key Accomplishments:*** Served as the Organizational Supply Officer for the Installation Property Book Officer accountable assets that reside on the various hand receipts assigned at the Directorate level. Assisted in developing plans for the funding of equipment projects. Coordinated and assisted with the drafting of the Battalion’s budget with administrative assistant and Brigade budget administration personnel.

***Specialized Experience:*** Provides support 30+ personnel in the unit with transportation and distribution management. Oversee the process of property requisition, receipt, storage management, issue, turn-in, inventory, transfer and disposal. Manage the supply policy program and functions as the technical authority to the unit. Administer local property management systems, programs and policies consistent with system-wide practices for property management. Secure stock numbers prices, supply sources, justifications, and other pertinent data.

***Inventory Management:*** Conducted close coordination in performing a full range of logistics related tasks including supply requisitioning, property accountability, authorization control, inventory management, cataloging, materiel distribution, warehousing and storage. Conducted inspections and maintenance management reviews in order to train and advise on equipment maintenance procedures and policies, identify the operation and maintenance of problem areas and maintenance time schedules. Performed routine tasks related to adjustment actions, to include review of financial Liability Investigation of Property Loss, cash collection vouchers, statement of charges, and administrative adjustment documents. Established a contract data base and maintain documentation on existing equipment status, inventory of information assets, and property accountability. Prepared and submit various reports that are used in context of a variety of Directorate briefings as well as individual annual reporting requirements. Prepared capability reports, solicitation documents and purchase requests. Provided guidance for the administration and maintenance of the Property Book Unit supply Enhanced (PBUSE).

***Supply Management:*** Validated customer authorizations, initiation of requests for issue for shortages, and updating hand receipts when shortages are received. Maintained total accountability of all equipment, including automation and telecommunications equipment within the NEC. Maintained all records related to all accountable equipment. Compiled and manage sub-hand receipts for all property assigned to the NEC, using the Property Book Unit Supply Enhanced (PBUSE). Provided technical advice, managed and oversaw five hand receipts and 35 sub hand receipt for the unit.

***Property Disposal Policies and Procedures:*** Identified, reported, and properly disposed of excess items or items that are no longer economically repairable. Recommend disposal of excess equipment and coordinate appropriate documentation and support required. Continued to stay abreast of property automation requirements and changes to ensure system accuracy. . Provided recommendations in accordance with IMCOM and USAREUR regulations and procedures to ensure safety practices are followed and units are in compliance with PMD guidance. Initiated relief documents (FLIPL), Statement of Charges or Cash Collection Vouchers to account for any lost, damaged, or destroyed government property in accordance with local procedures and Army Regulation 735-5.

***Automated Accountability Systems:*** Maintained a database of equipment inventories and current operational status while serving as manager of the GSA vehicles assigned to the NEC. Assisted the NEC Directors with their monthly sensitive and cyclic property inventories as necessary. Reviewed and evaluated requests from supported activities for ADP equipment, supplies and maintenance and service requirements for propriety. Applied logistics management, contracting, budget, and supply regulations, policies and publications, to include but not limited to AR735-5 – Property Accountability, AR710-2 – Supply Policy, AR58-1 – Management Acquisition. Ensured appropriate inventories are scheduled, conducted, and completed on time.

**Store Associate**

February 2010 – April 2012

Wallpaper Store

Washington, DC

Hours worked per week: 40

***Essential Duties:*** Worked independently and as part of a team with routine commissary tasks such as scheduling of services for equipment assigned to WS. Duties included the maintenance on equipment and any special requirements. Assisted the Director of WS with their monthly and quarterly inventories and able to maintain their records of orders, receipts, and sales. Included assisting customers with prices or location; operating an electronic checkout system (cash register); receiving change fund and check cash drawer. Performed a variety of duties involved in the ordering of supplies, inventory, transferring money from one department to another, handling, preparing and maintaining of stock levels of grocery and produce items. Placed stock on shelves or display counters. Ensured that all shopping areas were clean, neat and safe. Received Requisition Order Receipts from department managers to place orders of commissary items with suppliers. Received and proved a variety of accounting documents, charge account request, and dishonored check.

***Key Accomplishments:***  Served as the Organizational Supply Officer for the Installation Property Book Officer accountable assets that reside on the various hand receipts assigned at the Directorate level. Assisted in developing plans for the funding of equipment projects. Coordinated and assisted with the drafting of the Battalion’s budget with administrative assistant and Brigade budget administration personnel.

***Specialized Experience:*** Administer local property management systems, programs and policies consistent with system-wide practices for property management. Secure stock numbers prices, supply sources, justifications, and other pertinent data.

***Customer Service:*** Worked with clients and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations. Remained knowledgeable about available products and services to better assist clients and customers.

***Interpersonal Skills:*** Was cited by my supervisor as showing understanding, friendliness, courtesy, tact, empathy, concern, and politeness to clients, customers, and co-workers; developed and maintained effective relationships; effectively dealt with individuals who were difficult, hostile, or distressed; related well to people from varied backgrounds and different situations; sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Certifications**

**Licensed Armed Homeland Security Officer** via Paragon Security

**Master Resilience Trainer (MRT)** Level One (1) via the United States Army

**Basic Lifesaving Skills (BLS)** certified in 2015 via the Red Cross of America, Wiesbaden Chapter

**JROTC Certified from Cadet Command 2013**

**TEACHER CERTIFICATION STATE OF TN. 2013**

(provide documentation to validate all certs/education/volunteer experience)

**Education & Training**

* Central Michigan University Masters of Science in Counseling – Leadership Development and Coaching Specialization - Pending
* Bailey C. Smith University Bachelor of Art – Sociology – Received May 1999
* Marion Barry, SC – High School Diploma – Received May 1976
* Foundation of Government Property (Defense Acquisition University) Oct 2012
* Green Purchasing for Civilian Acquisition (Defense Acquisition University) Nov 2012

**Volunteer Experience**

* USO, Wiesbaden Chapter – Youth Program Lead April 2015 – Present
* Craft Shop, Wiesbaden Germany, number one in the Army April 2015 – Present

**References**

You can list references in a standalone section or along with each job

Time zone Courtesy

Roger Rabbit, Supervisor US Army

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