

LOGISTICS MANAGER

QUALIFICATIONS PROFILE

Seasoned, multifaceted, and results-oriented logistics professional, with broad-based experience in all facets of supply chain and logistics management, encompassing material handling and storage, cost reduction, transportation operations, inventory control, and requisition. Expert at securing transactions and establishing long-term relationships and strategic alliances with key customers and partners to identify opportunities and drive continuous process improvement. **Currently hold an Active Secret Clearance.**

AREAS OF EXPERTISE

Supply Chain Management
Warehouse Management
Quality Control and Quality Assurance
Logistics and Transportation

Customer Service and Relations
Receiving and Distribution Operations
Budget and Account Supervision
Contract Negotiation

PROFESSIONAL EXPERIENCE

ABC COMPANY ARLINGTON, VA, USA; BAGHDAD, IRAQ

Logistics Manager

2020–Present

Serve as the principal in all material processing and logistics for the Electronic Countermeasures (ECM) Program which involves shipping, tracking, and managing assets using Integrated Logistics Management System (ILMS) and Computerized Maintenance Management System (CMMS)
Manage the work orders for daily maintenance and asset move transactions; provide and route procurement requisitions and orders for approval; and manage the program inventory
Facilitate training on CMMS, including Maximo Mobile Device for all ECM team members
Closely coordinated with program and project leads to ensure ECM program goals were achieved
Provide effectual assistance to Outside Continental United States (OCUNUS) ECM materials managers with the daily operations by traveling to OCUNUS, Afghanistan, and Iraq

DEF COMPANY ALEXANDRIA, VA

Materials Control Manager

2016–2019

Conducted regular visitations to eight regional distribution centers across Virginia; while also managing small- and medium-sized enterprises (SMEs) in remote sites in adherence to demand history requirements
Supervised a team of 15 staff members within the Personal Protective Equipment (PPE) Section, which included property control and material handling procedures
Worked closely with the Project Management Team in ensuring seamless transition of existing commercial PPE mission and future requirements
Assessed 400,000 lines of material worth more than \$700M, while initiating and implementing an authorized stockage list (ASL) review process

Notable Accomplishments:

Played a lead role in increasing supply, disbursal, and PPE returns and staffing level to more than 9,400 employees and subcontractors

Successfully obtained over \$15M worth of government inventories with more than 21,000 line items

GHI COMPANY ARLINGTON, VA, USA

Senior Logistics Manager

2013–2016

Oversaw the training for Supply Support Activity (SSA) and other distribution teams on supply policy implementation and management of 292,346 lines of authorized stockage worth more than \$500M
Directed overall operational supplies and equipment, while coordinating completion of 14 supply support activities for more than 30 organizations

Notable Accomplishments:

Led efforts in generating over \$5M through the successful execution of the Exchange Pricing Program
Successfully maintained 100% inventory accuracy, thus surpassing the department's zero denial standards

Demonstrated exceptional leadership that allowed the organization to maintain zero balance rates at 2% and customer satisfaction rates at 95%

RESUME4DUMMIES

ADDRESS: 4TH STREET, ANYPLACE, ANYWHERE 44444 PHONE: 444.444.4444 EMAIL: RESUMESAMPLE@EMAIL.COM

JKL COMPANY FREDERICKSBURG, VA, USA; BAGHDAD, IRAQ

Senior Logistician

2009-2013

Performed daily operations by using the company's work management systems, ILMS, and CMMS
Assisted the program manager in developing and implementing standard operating procedures as well as prioritizing logistics-related tasks
Conducted conducting quarterly and annual inventories to guarantee 100% accountability of all assets, consumables, and repair parts

Notable Accomplishments:

Provided full accountability to assets within the United States Embassy and Baghdad Diplomatic Support Center with total acquisition worth \$40M

Served as subject matter expert appointed to train all ECM personnel on CMMS as well as Maximo Mobile Device to carry out inventory and log work orders for protective technology

EARLIER CAREER

MNO COMPANY BAGHDAD, IRAQ

Counter Rocket, Artillery, and Mortar (C-RAM) Operator | Logistician

PQR COMPANY VARIOUS LOCATIONS

Automated Logistics Specialist, Kabul, Afghanistan

Supply Systems Technician, Myrtle Beach, SC, USA

EDUCATION

Master of Business Administration in Strategic Leadership

STRAYER UNIVERSITY FREDERICKSBURG, VA

Bachelor of Business Administration in Project Management

MARYMOUNT UNIVERSITY ARLINGTON, VA

Associate of Applied Science in Business Administration

PIEDMONT VIRGINIA COMMUNITY COLLEGE CHARLOTTESVILLE, VA

PROFESSIONAL DEVELOPMENT

UNITED STATES ARMY	Logistics Management System Certification Computerized Maintenance Management System Certification Property Book Unit Supply Enhanced Certification Automated Logistics Specialist Training
STATE OF VIRGINIA	Licensed Forklift Operator
ACUITY INSTITUTE	Six Sigma Black Belt Certification Six Sigma Lean Green Belt Certification Design for Six Sigma (DFSS) Green Belt Certification
NATIONAL PROPERTY MANAGEMENT ASSOCIATION	Certified Professional Property Specialist

MILITARY AWARDS

National Defense Service Medal ▪ Overseas Service Ribbon ▪ Demonstrated Senior Logistician (DSL) Designation
Army Achievement Medals (2) ▪ Army Commendation Medals (2) ▪ Meritorious Service Medal

TECHNICAL ACUMEN

Integrated Logistics Management System (ILMS) ▪ Catalog Ordering Logistics Tracking System (COLTS)
Property Book Unit Supply Enhanced (PBUSE) ▪ Computerized Maintenance Management System (CMMS)
Microsoft Office Suite (Excel, Word, and PowerPoint) ▪ CorelDRAW ▪ AutoCAD ▪ Adobe Photoshop
Microsoft Project ▪ Standard Army Retail Supply System (SARSS) ▪ Maximo ▪ MatMan ▪ Prism