

Robert Smith

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Automated logistical specialist III

SUMMARY

Dedicated, friendly, people oriented individual full of ambition. I have been military trained to pay attention to detail and to deal with logistics. I enjoy a learning experience. I am very well organized and time proficient. I get along well with others and enjoy a challenging job. I am looking for a job where I can care for people and help them with their everyday living. I am seeking a position where I can develop and excel in my skills while giving my best to my future employer.

SKILLS

I can type forty wpm also proficient at windows based.

WORK EXPERIENCE

Automated logistical specialist III

Date Start - August 2003 - 2019

- Establishes and maintains stock records and other documents such as inventory material control, accounting and supply reports.
- Establishes and maintains automated and manual accounting records, posts receipts and turn-ins, and performs dues-ins and dues-outs accounting.
- Corrects error and exception documents.
- Reviews and verifies quantities received against bills of lading, contracts, purchase requests, and shipping documents.
- Unloads, unpacks, visually inspects, counts, segregates, palletizes, and stores incoming supplies and equipment.
- Maintains stock locator system and administers document control procedures.
- Repairs and constructs fiberboard or wooden containers.

Automated Logistical Specialist

ABC Corporation - 2001 - 2003

- Establishes and maintains stock records and other documents
- Managed automated and manual accounting records as well as post receipts
- Performed due ins and due outs accounting
- Unloads, unpacks, visually inspects, counts, segregates, palletizes and stores incoming supplies and equipment
- Construct bins, shelving and other storage aids
- Perform Standard Army Maintenance System Enhanced (SAMS-E) duties in automated applications
- Simplifies and standardizes the collection and use of maintenance data.

EDUCATION

Diploma - (2. Academy of cosmetology)