

CHARLOTTE HARRIS

General Supply Specialist

PROFESSIONAL SUMMARY

Results-driven General Supply Specialist with 7 years of experience in inventory management and supply chain optimization. Expert in streamlining logistics, enhancing inventory accuracy, and implementing cost-effective solutions. Dedicated to leveraging analytical skills to support efficient supply operations and achieve organizational goals.

WORK EXPERIENCE

General Supply Specialist

WidgetWorks Inc.

Apr / 2021-Ongoing

Denver, CO

1. Managed inventory and material requirements for multiple major weapon systems, ensuring accurate stock analysis and supply status.
2. Utilized extensive knowledge of production policies and regulations to support efficient operations and supply chain processes.
3. Advised personnel on property management regulations, ensuring compliance and effective supply management.
4. Promoted effective requisitioning and utilization of supply items for Army programs.
5. Ensured proper documentation and accountability of secondary items throughout the supply chain.
6. Managed excess inventory through strategic cross-leveling, maintaining minimal and cost-efficient stock levels.
7. Conducted special assignments focusing on supply analysis and developing actionable recommendations.

General Supply Specialist

Lakeside Apparel Co

Apr / 2018-Apr / 2021

Chicago, IL

1. Coordinated logistics activities with the 512 Logistic Readiness Flight, streamlining communication between budget and supply units.
2. Performed technical analyses on purchase statements, enhancing cost estimates and market evaluations.
3. Served as a supply system analyst, compiling and analyzing performance data to improve supply operations.
4. Analyzed complex supply data to identify trends and recommend improvements for operational efficiency.
5. Established new office procedures to enhance operational workflows and customer interactions.
6. Trained as an AMC Intern, gaining comprehensive knowledge in Ammunitions General Supply.

EDUCATION

Bachelor of Science in Supply Chain Management

University of Logistics

Apr / 2015 - Apr / 2018

Seattle, WA

Focused on inventory control, procurement strategies, and logistics management.

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SKILLS

Decision Making

Logistics Optimization

Erp Systems Proficiency

Performance Metrics

Compliance Knowledge

Supply Chain Analysis

INTERESTS

★ Surfing

○ Meditation

📖 Community Service

📷 Photography

STRENGTHS

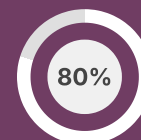
📁 Stewardship

✅ Dedication

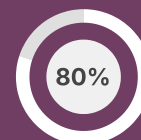
🛡️ Courage

👍 Confidence

LANGUAGES



English



Japanese



Swahili

ACHIEVEMENTS

★ Implemented inventory tracking system, reducing discrepancies by 30%.

★ Streamlined procurement processes, resulting in a 15% decrease in supply costs.