

ROBERT SMITH

Item Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a part-time Item Manager position with an emphasis on Sales Support/Office Management utilizing extensive experience and skills. Productive in contributing effectively towards the objectives of a team, and is able to share knowledge, ideas, and information.

CORE COMPETENCIES

SAMS-E, SARSS-1, SARSS-2AC, LIW, EXEL, Microsoft Word, Outlook.

PROFESSIONAL EXPERIENCE

Item Manager

ABC Corporation - March 2003 – August 2005

Key Deliverables:

- Managed the operation of the SARSS2A for Class VII and Class IX.
- Set stockage levels, review, and act on items in the Manger Review File.
- Requested disposition.
- Processed and issued Class VII parts on SARSS1 and SARSS2A for all of Ft.
- Performed a wide variety of technical and administrative functions.
- Provided corps-level customer assistance to subordinate units, as well as technical guidance related to supply support, established and maintained both automated and manual accounting records on expendable and non- expendable property, equipment management, and inventory and storage management.
- Issued of property, identifying and disposing of excess equipment, facilities management and required maintenance support.

Item Manager

Delta Corporation - 2001 – 2003

Key Deliverables:

- Responsible for and help insure that customer problem dealing with their Recoverable Items Match List (RIMS).
- Responsible for ensuring that all adjustments, receipts, issues and requisitions are process through Property Management .
- Maintain requisition for the warehouses Approved parts requests for different units.
- Utilized SARSS-2AC, SARSS-1, LIW, GTN, ITV, and Parts Tracker to maintain and update all statuses of parts ordered on the Manager Review File Daily .
- Reviewed daily/weekly/monthly reports and accomplished any tasks that may have arisen from review, I filed item records in accordance with .
- Was responsible for entering necessary data into the Automated Logistics Management Support System (ALMSS) database.
- Completed GPC orders, and filed the appropriate paperwork.

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EDUCATION

- Associate In Logistics Management