

Robert Smith

Junior Logistics Analyst

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Microsoft Office.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

PERSONAL STATEMENT

Seeking a position that will allow me to utilize and challenge my professional skills, military background, combined with discipline and tactical knowledge where applicable. In knowing that teamwork is the key to success, I feel I may be able to bring a wide variety of skills and understanding to a new environment for others as well as myself.

WORK EXPERIENCE

Junior Logistics Analyst

Engineering Solutions & Products LLC Camp Lejeune North Carolina -

October 2014 - 2019

Responsibilities:

- Serving as Environmental Compliance Officer.
- Responsible for the installation and/or relocation of USMC communications within various platforms.
- Provide reports of discrepancy and deficiency to the fielding organization.
- Applied modifications as required by Marine Corps to maintain equipment standards.
- Provided adequate fielding and Joint Limited Test Inspections (LTI) of various communication radios used by the Marine Corps.
- Provide reports of discrepancy and deficiency to the fielding organization.
- Applied modifications as required by Marine Corps to maintain equipment standards.

Logistics Analyst

ABC Corporation - 2012 - 2014

Responsibilities:

- Duties, Accomplishments and Related Skills Reviewed 678 inventory accuracy reports for storage activities worldwide for correctness and maintained an activity response of 100%.
- Documented findings of inventory reports in support of 35 globally dispersed organizations on a monthly basis and prepared recommendations for process improvements.
- Reconciled and reported discrepancies found in records by preparing detailed reports on findings and briefing the various stakeholders of the organization.
- Trained personnel on the best practices and procedures to correct inventory discrepancies, resulting in a less than 1% error rate, and 100% response rate per month.
- Drafted, edited, and implemented Standard Operating Procedures (SOP).
- Drafted, edited, and reviewed content of the organizations monthly newsletter, The Green Tip, as well as the organizations quarterly publication, Ammunition Quarterly.

- Supervisor Charles Black (703-432-8924) Okay to contact this Supervisor Yes.

Education

Bachelor's in Electrical Engineering Technology - June 2012(DeVry University - Chicago, IL)