

ROBERT SMITH

Sr. Logistics Support Specialist

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

SUMMARY

To secure a challenging position as a valued member of a professional organization that leverages skills, work ethic, and allows the opportunity for growth & success.

CORE COMPETENCIES

Military, Office Management, Office Administration, Excel, Word, Powerpoint, Hazmat.

PROFESSIONAL EXPERIENCE

Sr. Logistics Support Specialist

ABC Corporation - April 2002 – July 2008

Key Deliverables:

- Conducted professional interaction with all levels of staff and maintained the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- Supervised the activities of stock control clerks.
- Initiated replenishment action for items not available for issue from on-hand stock.
- Post receipts, issue adjustments and expenditures to stock record cards.
- Verified stock record computations against physical count of stock.
- Assisted in the research of material requests and provided purchase description and national or local stock numbers.
- Assisted in determining allowance quantities, unit of issue, unit price and pursued interchangeability information on requested items when applicable.

Logistics Support Specialist

Delta Corporation - 1997 – 2002

Key Deliverables:

- Provided time and cost-efficient support to account executives after regular business hours.
- Relied heavily on polite, thorough, and effective communication to all parties involved in the management of client freight.
- Time management, accurate documentation, and problem-solving in a fast-paced environment are critical.
- Trained new employees on phones and computer programs.
- Conducted inventories, receiving clerk, quality assurance and forklift operator.
- Completed required gear requests on time and met RDDs.
- Skills Used Applied common sense.

EDUCATION

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- Bachelors of Science in Business/Global Supply Chain Management - 2010(California State University San Marcos - San Marcos, CA)