

ROBERT SMITH

Jr. Logistics Support Specialist

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SUMMARY

Over 17 years of experience providing logistical support to contractors supporting government and civilian organizations. Expertise includes: asset management, hardware and software inventory receiving, deployment, tracking, shipping, space planning, materials management, and vehicle operation, records management, reporting, maintenance, and safety requirements.

SKILLS

Logistics, Supply Chain, Customer Service, Project Management, MS Word, PowerPoint, Excel.

WORK EXPERIENCE

Jr. Logistics Support Specialist

ABC Corporation - November 1996 – May 2006

- Supported operational and logistics activities for ongoing government IT contract with NASA.
- Supervised the activities of two subordinate staff.
- Managed contractor facilities to include space planning, vendor relations, material and supplies orders, shipments, and deliveries.
- Inspected and maintained equipment inventory logs and reports.
- Performed equipment inventory control management functions.
- Served as liaison for property management issues between NASA and contractors including safety, fire, OSHA, etc.
- Maintained files, logs, invoice records, purchase orders, and other related documents.

Logistics Support Specialist

Delta Corporation - 1994 – 1996

- Maintained documentation development timelines, prepare shipping documents, create ILS Certifications, and generate reports on a weekly basis Perform.
- Administered quotes and costing information for new product introductions.
- Assured new products are launched in compliance with divisional purchasing controls.
- Served as a Team Member on a Renovation Project to Plan and execute the inventory, delivery, transport, recovery, and disposition.
- Conducted inventory to each building for spacing and safeguarded Items to minimize damage.
- Properly disposed of excess furniture and maintained accountability for all property in newly renovated buildings.
- Managed ERP data entry through system validation checks Effectively employed proprietary ERP data analytics Performed QC inspection and end-process.

SCHOLASTICS

- Certificate Of Completion In Management Training - (Defense Security Service Academy)