

Robert Smith

Logistics Support Specialist II

PERSONAL STATEMENT

Dedicated and disciplined professional with experience in logistics management, demand planning, warehousing, procurement, and materials management.

WORK EXPERIENCE

Logistics Support Specialist II **Sierra Nevada Corp. - June 2011 - 2020**

Responsibilities:

- Responsible for logistics activities associated with SNC (Non-Disclosed) program, including operations at Cannon AFB, Hulburt Field, and all deployed locations.
- Manage Due-In-From-Maintenance (DIFM) Maintain documentation required for the management of government assets.
- Enter data and utilize the BSI system to track and maintain accurate inventories.
- Support the management of loan accounts with vendors.
- Process requests for mission support assets and monitor assets during deployments.
- Determine parts requirements and develop provisioning documentation.
- Provide proper HAZDEC documentation when shipping hazardous materials.

Logistics Support Specialist **Delta Corporation - 2008 - 2011**

Responsibilities:

- Call handling, Dispatching Tractor/trackers Administrative Team-handled/made reports for the team Customer Special Instructions-handled high.
- Amazon Had to answer calls within 3 min of waiting time.
- Warehouse operations Accomplishments Top employee of the month Skills Used Customer service experience helped me in dealing with handling customers.
- Logistics support, Unload inventory from freight truck, Palletise material from the truck, Accomplishments Always stay busy as possible and customer.
- Selected by Extraordinary High-Level Commission - Peruvian Government-, over 2,000 candidates to support the logistics and operations activities.
- Provided assistance to the embassers of 35 countries in order to comply with the protocol and schedule established.
- Responsible for data mining, reporting, use VLOOKUP function with excel, inventory tracking, ordering, audits, and reconciliation for Product Support.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Logistics Supervisor,
Logistics Planner.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Business Administration: Global Supply Chain - (Devry University - Columbus, OH)