

ROBERT SMITH

Asst. Logistics Support Specialist

info@qwikresume.com | <https://Qwikresume.com>

Highly accomplished professional with extensive experience in operating integrated logistics support programs that exceed productivity goals. Excel at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, materials, and resources.

AUGUST 1998 - AUGUST 2007

ASST. LOGISTICS SUPPORT SPECIALIST - ABC CORPORATION

- Applied automated data processing supply procedures such as NALCOMIS and R-SUPPLY to review and reconcile requisitions for an expedited process.
- Reviewed automated system and data processing reports to determine amounts of stock on hand amount on order and past issue trends.
- Provided cost-effective, timely logistical support and services to customers with the expeditious delivery of high-quality material.
- Acted as a liaison between operational-level commends and Depot Level maintenance activities monitoring the movement of broken Not Ready For Issue (NRFI) materials and ensuring a proper return of repaired/refurbished components.
- Collected, organized, monitored data to ensure the accuracy of integrated supply inventory data for managements proper validation of supply transactions.
- Analyzed data, determined user requirements, requisitioning cycles and schedules and recalculated requirements and order points.
- Overseen dispatching, routing, tracking, and shipping activities to ensure safe, prompt, and accurate delivery of materials.

1996 - 1998

LOGISTICS SUPPORT SPECIALIST - DELTA CORPORATION

- Commercial Invoices Receiving of Products Returned to Facility for Repair Service Cycle Count (Internal Audits) Insure Serviced Products.
- Logistics Support Responsible for enforcing contracts in heavy equipment, maintenance, and communication Trained and supervised on-site employees.
- Managed a shipping department responsible for worldwide distribution of military equipment Directed movement of hazardous materials via air shipment.
- Managed the daily chemical program for Agilent Technologies.
- Daily functions included but not limited to, ordering shipping receiving inventory Material Safety Data Sheet coordinator maintaining databases.
- Served as a member of several committees including security, forklift, utility vehicle, and third party procurement outsourcing to implement new.
- Assist in quality assurance, logistics, and administrative duties.

EDUCATION

Master's Degree in Reverse Logistics Management - 2012(American Public University System - American Military University - Charles Town, WV)

SKILLS

Enterprise Resource Planning, Microsoft Office, Lean Six Sigma.