

ROBERT SMITH

Logistics Support Specialist/Analyst

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

SUMMARY

Dedicated business professional with expertise in data analysis and process engineering. Utilizes innovative thinking and professional integrity to provide leadership and management.

CORE COMPETENCIES

Facilitation, Communication, Analytical Design, Assessment.

PROFESSIONAL EXPERIENCE

Logistics Support Specialist/Analyst

ABC Corporation - 2006 – 2009

Key Deliverables:

- Plan, coordinate, monitor, and administer the operation, security, and maintenance of computer systems.
- Provide troubleshooting and assistance to personnel in analyzing and resolving operational program problems through the application of automated supply systems.
- Monitor computer installation and use, analyze the effectiveness and make a recommendation for corrections and improvements.
- Directed technology to enhancing computer support and manage analytical data.
- Maintain reliable databases for accountability and utilizes reports to maintain quality assurance.
- Developed innovative processes for efficient personnel deployment, modernizing existing tactics to respond to present wartime demands.
- Managed personnel and logistics teams during three external audits, receiving two team excellence awards as well as three awards for individual excellence.

Logistics Support Specialist

Delta Corporation - 1996 – 1998

Key Deliverables:

- Stock Control, Customer Support, Receiving, Field Service, Material Service, and Repair, Inventory Control,.
- Manages and orchestrates the warranty process from start to finish.
- Responsible for preparing record and reconcile warranty claims - Submits warranty claims to distributors/ vendors - Processes warranty claims.
- Performs customer service functions by answering clientele requests and questions.
- Special Operations Command Africa - Logistics Support Specialist Provided multi-function logistics support to all special operations.

ROBERT SMITH

Logistics Support Specialist/Analyst

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

- Provided contract management for lodging transportation and feeding for US and African partner nation forces.
- Provided operational contract support for Joint Chiefs of Staff exercises.

EDUCATION

Bachelor of Arts in Organizational Management and Leadership - 2011(Concordia University - Saint Paul, MN)

