

Robert Smith

Logistics Support Specialist/Supervisor

CONTACT DETAILS

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PERSONAL STATEMENT

To secure a Logistics Support Specialist position with a well-established organization and a stable environment that will lead to a lasting relationship in Customer Service/ Administration.

SKILLS

Materials Coordinator,
Material Planner.

WORK EXPERIENCE

Logistics Support Specialist/Supervisor **ABC Corporation - June 2016 - August 2016**

Responsibilities:

- Executed logistical support activities in support of several functional areas to include Finance, Human Resources, and Information Technology.
- Gathered, recorded, compiled, tracked analyzed and verified data and information delivered from multiple sources.
- Skilled in the use of MS Office tools and office automation technology needed to generate reports, statistics, timelines, correspondence, and presentations.
- Developed and implemented processes to enhance workflow.
- Provided leadership, and guidance to co-workers concerning functional unit processes and procedures.
- Prepared appropriate documentation in order to ship, receive and issue equipment.
- Cleaned, packed, crated, loaded, unloaded, palletized and prepared documentation necessary for equipment movement.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Logistics Support Specialist **Delta Corporation - 2011 - 2016**

Responsibilities:

- Prepare boxes by lining and packing flowers for delivery.
- Deliver flowers to flower shops for sale to the public.
- Price and stock supplies for sale to businesses.
- Maintained administrative organization of archives and active records to monitor and evaluate the logistics team.
- Identifying trends and opportunities for process improvement/optimization Facilitating forward and reverse logistics processes Inventory transaction.
- Fill orders, and do miscellaneous tasks requested.
- Skills Used pick orders and read picklist.

REFERENCES

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

Education

Bachelor's in Logistics and Transportation Management -
2015(American Military University - Jamestown, WV)