

# ROBERT SMITH

## Logistics/ Material Handler

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3 years of experience as a Material Handler. Seeking to obtain a position with your company utilizing the skills, knowledge, and experience acquired through the years of military service in the field of logistics.

### **MAY 2010 - JUNE 2011**

#### **LOGISTICS/ MATERIAL HANDLER - ABC CORPORATION**

- Performed a variety of materials handling duties such as in-checking materials, pulling, stowing and delivering property throughout the base.
- Assigned, changed and delivered locations using the supply automated tracking system (sats), processed asset turn-in inventories and ensured timely corrections of discrepancies.
- Unloaded and visually inspected rotated and marked stock in accordance with standardized operating instructions.
- Operated computers and scanners to input and retrieve data into the sats regarding packing requirements, storage conditions and locations to create labels.
- Gathered reports concentrating on base leveling as well as base closure flags using the standard base supply system.
- Performed inspections of assets and maintained constant serviceability of gear.
- Generated reports concerning items that are delinquent not pulled or delivered to the customer.

### **MARCH 2008 - APRIL 2010**

#### **FINANCIAL ANALYST - ABC CORPORATION**

- Responsible for analyzing various types of document history files in the SARSS.
- Provides financial tracking reports and spreadsheets to the branch manager, resource management, and other agencies as required.
- Summarizes fiscal year (FY) spending and credit trends and determines budget surpluses or shortfalls, upon request.
- Responsible for daily fy tracking and monitoring the SARSS financial transaction.
- Monitors/analyzes requisitions on a daily basis and recommends candidates to the accountable officer for rejection, which does not meet supply discipline guidelines.
- Monitors fund codes and project codes to ensure customers are in compliance with established procedures and codes.
- Responsible for an overage reparable item listing and provides daily/weekly visibility to all customer units within our area of responsibility.

## **EDUCATION**

High School Diploma - (Prince George High School)Diploma- (Cuyahoga  
Community College - Cleveland, OH)

## **SKILLS**

Operated SARSS-2A/C End User Work Station (EUWS), Equipment Operator, Forklift  
Operator, Excel, Microsoft Word, Computer, Communication, and Warehouse  
Management.