

# Robert Smith

## Material Management

### PERSONAL STATEMENT

As a Material Management, responsible for Interacting with Engineering and Engineering design reviews, Planning, Procurement, and Manufacturing personnel to ensure appropriate drawings are released program schedules are achieved.

### WORK EXPERIENCE

#### **Material Management**

**ABC Corporation - 2009 - 2010**

##### *Responsibilities:*

- Monitored, maintained, and delivered repair-cycle support to 16 repair centers and a fleet of 28 B-1 aircraft.
- Inspected, received, and processed turn-ins and shipments for over 6,000 DIFM assets, and briefed leadership on priority parts, weekly.
- Provided and ensured 24-hour repair service.
- Replenished Mobility Readiness Spares Packages (MSPs).
- Transferred serviceable property to storage locations, and moved condemned assets to the Defense Reutilization and Marketing Service (DRMS).
- Validated 4 wings and 1 Guard Support Unit (GSU) supply points and resolved discrepancies.
- Selected Achievements Processed 445 unserviceable assets worth \$37.M.

#### **Material Management**

**Delta Corporation - 1985 - 1990**

##### *Responsibilities:*

- Oversee projects and assignments Material management, and installations.
- Materials Management associate duties include inspecting products before allowing it to ship, moving items from receiving to the checkout point.
- Communicate with co-workers, management, clients, and others in a courteous and professional manner.
- Assist in warehouse picking orders, stocking inventory, receiving in product Maintains the work area and equipment in a clean and orderly condition.
- Shipping/Receiving and warehouse supervisor Forklift supervisor/Certified forklift safety instructor Supervise material flow, storage, and order.
- Promoted from Shipping & Receiving Tested and sampled newly arrived materials Weighed and tested material for lab dispensing All functions followed.
- Springs, CO Material Management Possess a Secret Security Clearance Investigated inventory stock issues Created inventory management database used.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Operate Forklift, Lift,  
Motor & Manual  
Handtruck.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

Education

High School Diploma