Robert Smith

Operations NCO

CONTACT DETAILS

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PERSONAL STATEMENT

Efficient transportation logistics Operations NCO professional well-versed in materials management and inventory reconciliation. Highly organized and detail-oriented with a talent for accurate shipment tracking and problem resolution. Transportation Logistics Coordinator knowledgeable about logistics analysis, scheduling and inventory management. Logistics Manager skilled at negotiating and implementing cost saving measures without compromising quality. Adapts quickly to the changing needs of fast-paced and growing organizations.

WORK EXPERIENCE

Operations NCO

ABC Corporation - August 2005 – September 2007

Responsibilities:

- Served as a Truck Master in a multi-functional Transportation Company consisting of over 172 Soldiers.
- Responsible for emplacing and enforcing safety and environmental standards within the motor pool; responsible for the Drivers Training Program, health,.
- Planned and tracked all operations with the use of RFID tags.
- Processed all medical paperwork for the soldiers too get treatment.
- Maintained and updated all personnel records and also 172 driver training records for the company.
- Gave numerous briefs to people all the way up to the Adjutant General.
- Received Distinguished Honor Graduate and received an Army Achievement Medal for graduating the Senior Leaders Course at Fort Eustis with a 100% average.

Operations NCO

Delta Corporation - 2004 – 2005

Responsibilities:

- 40 hrs/w, $38,628/yr.
- Served as a Truck Master in a multi-functional Transportation Company consisting of over 172 Soldiers; responsible for emplacing and enforcing safety and environmental standards within the motor pool; responsible for the Drivers Training Program, health, welfare, professional development, safety, tactical and technical competence, and morale of all soldiers in the unit.
- Planned and tracked all operations with the use of RFID tags.
- Other responsibilities were payroll, updating all personnel and family information.
- Processed all medical paperwork for the soldier too get treatment.
- Maintained and updated all personnel records and also 172 driver training records for the company.
- Have given numerous briefs to people all the way up to the Adjutant General.

SKILLS

Modern Standard Arabic, MSO CAT II, F3EAD Targeting Process, Neuro-Linguistic Programming, Scientific Content Analysis.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

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