Robert Smith

Property Book Officer

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Seeking a Logistics position in property management utilizing education, experience and training with the opportunity for professional growth based on performance. A Military Logistics and Supply Management Specialist with over 30 years of experience managing at all levels of the military supply chain.

WORK EXPERIENCE

Property Book Officer

ABC Corporation - October 1973 – October 1999

Responsibilities:

- Responsible for supervising personnel, requesting and receiving supplies and equipment.
- Advised commanders on all logistics and supply matters.
- Analyzed and evaluated all levels of supply issues, submitted Continuing Balance System Expanded (CBS X) transactions.
- Collected, consolidated, collated and submitted Department of Defense Small Arms Serialization Program (DODSAP) and Controlled Cartographic Item reporting (CCI).
- Forwarded reports to Logistics Support Activity (LOGSA), Control and process Military Standard Requisition and Issue Procedures (MILSTRIP) Transactions, property book Asset Adjustments, and Lateral Transfers.
- Monitored cyclic and sensitive items inventory procedures.
- Provided technical assistance and advice to the staff and supported units, briefs decision makers on program status and recommends actions and initiatives to enhance logistics management efficiency and effectiveness.

Property Book Officer

Delta Corporation - 1970 – 1973

Responsibilities:

- Supervises the technical aspects of Brigade property worth over $85 million per AR 710-2.
- Monitors and performs evaluations of subordinates supply operations per Command Supply Discipline Program (CSDP) and AR 710-2.
- Performs property accounting duties at the brigade and organization levels or on division property book teams.
- Complies with appropriate regulations, forms and procedures pertaining to property books, hand receipts and other property accounting documents.
- Served as property accounting technician in operational and generating force units.
- Maintained 100% accountability of all assigned equipment, requisitions, and redistribution orders.
- Supervised 12 Soldiers on open and covered storage, receiving, classification, issue materiels handling, supply locator systems, facility safety and .

SKILLS

Microsoft Office,
Logistics Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

Education

MS

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**