



ETHAN MARTINEZ

Associate Repair Parts Petty Officer

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

SKILLS



INTERESTS

Birdwatching Traveling
Sports Coaching Knitting

STRENGTHS

Pragmatism Sensitivity
Sincerity Stability

LANGUAGES



ACHIEVEMENTS

- Streamlined parts procurement process, reducing lead times by 15%.
- Implemented inventory tracking system that improved accuracy by 20%.

PROFESSIONAL SUMMARY

Resourceful Associate Repair Parts Petty Officer with 2 years of experience in inventory management and logistics for naval operations. Expertise in parts procurement and inventory control, driving efficiency and operational readiness. Committed to maintaining safety standards and fostering collaboration within teams to ensure mission success.

WORK EXPERIENCE

- Associate Repair Parts Petty Officer
Seaside Innovations
Mar / 2024-Ongoing
Santa Monica, CA
- Participated in regular department meetings to discuss inventory management and procurement strategies.
 - Ensured adherence to safety protocols and conducted monthly safety meetings.
 - Managed the fleet safety program in compliance with organizational policies.
 - Processed payroll for team members efficiently and accurately.
 - Assisted in the development of annual budgets aligning with operational goals.
 - Collaborated with department supervisors on budget formulation and monitoring.
 - Oversaw quality assurance processes for outgoing shipments.

- Repair Parts Petty Officer
Summit Peak Industries
Mar / 2023-Mar / 2024
Denver, CO
- Maintained accurate inventory counts and conducted regular audits.
 - Utilized advanced technologies for inventory management.
 - Tracked and managed a budget of \$600,000 for parts and materials.
 - Coordinated logistics for time-sensitive equipment orders.
 - Led damage control initiatives, ensuring timely maintenance schedules.
 - Supervised the procurement process, minimizing downtime in operations.

EDUCATION

- Associate of Applied Science in Logistics
Coastal Community College
Mar / 2022-Mar / 2023
Phoenix, AZ
- Focused on supply chain management and logistics principles.