ROBERT SMITH

Associate Supply Management Specialist I

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SUMMARY

To obtain a position with a reputable company requiring a team player with strong aptitude in order to utilize work capabilities as well as knowledge of basic company operations.

CORE COMPETENCIES

Inventory Management, Customer Service, SAP Computer Software, SRM Ordering/Management, Microsoft Office: Excel, Word, Certified Forklift Operator, Report Writing.

PROFESSIONAL EXPERIENCE

Associate Supply Management Specialist I
ABC Corporation - April 2016 – June 2018

Key Deliverables:

- Provided assistance to Commanders, Staff and Customers at all levels in resolving supply and unit readiness problems.
- Maintained individual deployment readiness to deploy with supported unit and provide logistics support.
- Deployed in CENTCOM in support of equipment readiness, redeployment, retrograde and reset.
- Provided assistance to Commanders, Staff and Customers at all levels in resolving supply and unit readiness problems.
- Maintained individual deployment readiness to deploy with supported unit and provide logistics support.
- Responsible for contacting customers with courtesy reminder calls to place orders for durable medical supplies.
- Processed orders and followed up with customers.

Supply Management Specialist
Delta Corporation - 2015 – 2016

Key Deliverables:

- I was responsible for the intake of Medtronic Diabetes commercial supply reorders for the companys existing products, new products and related accessories, to include upselling of products to maximize insurance benefits.
- Process customer supply re-orders accurately and efficiently by following departmental procedures.
- Ensure all patient documents are on record as dictated by Medtronic and regulatory requirements.

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- Communicate daily with patients, physicians and insurance companies via telephone and online resources in order to expedite orders and enhance customer experience.
- Encourage customer compliance with optimal utilization of Medtronic Diabetes products.
- Respond to customer inquiries regarding Medtronic Diabetes products and related health insurance coverage questions.
- Concisely and accurately document customer requests and interactions.

EDUCATION

Associates in Biology - 2013(UTSA - San Antonio, TX)

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