

## MATERIAL CONTROL SPECIALIST

### Summary

Accomplished professional with 12 years of experience within the field of Logistics and 9 years of experience in Organizational Leadership. Expert at managing supply support, transportation, inventory control, purchasing, and distribution. Effective in customer service, cost reduction, and property management. Proficient in NALCOMIS/RSUPPLY, Big Safari Inventory (BSI), Cost Point, and FEDLOG Database. Versatile and proactive problem solver with excellent interpersonal skills. Highly adaptable to ever changing circumstances when engaging any project business plans within a fast-paced and demanding environment.

### Highlights

- MS Office Suite
- Decision Making
- Organizational Leadership
- Multi-Tasking
- Security Clearance
- Team Building
- Training
- Planning & Scheduling
- Analytical Thinking
- Flexibility
- Communication Skills
- Supervisor Skills
- Inventory Management
- Process Improvement

### Experience

12/2012 to 03/2015

Material Control Specialist Company Name

- Coordinate material movement between storage, production areas, and designated locations.
- Coordinate with purchasing, construction, warehouse, and engineering personnel to ensure appropriate scheduling, procurement, and movement of materials.
- Remove materials from inventory and coordinate the preparation of materials for shipment.
- Identify materials by military class of supply.
- Maintain records; manage traceability of documentation from receipt through shipment process.
- Verify materials or merchandise received against shipping/invoicing documents; record discrepancies and damaged materials.
- Examine store materials for deterioration and damage; provide documentation for disposal.
- Provide asset management, coordinate warehouse processes and distribution administration.

01/2012 to 10/2012

Logistics Supply Specialist Company Name i¼ City , State

- Maintained inventory records/documentation for government assets management.
- Utilized the BSI/Cost Point System and entered data to track and maintain inventories.
- Processed request for mission support assets; monitored assets during deployments.
- Purchased, tracked, sourced, and accounted for assets in excess of \$2 million.
- Ensured availability of required equipment and supplies; managed repairs/purchases of assets.
- Coordinated with planners, buyers, and vendors on parts acquisition.
- Determined parts requirements and developed provisioning documentation.
- Managed the DFIM program to ensure assets were returned and properly processed.
- Provided support for Program Managers with logistics proposal preparation, pricing and negotiations; assisted with training initiatives for logistics specific training.

01/2002 to 01/2011

Aviation Supply Specialist Company Name i¼ City , State

- Supervised 30 Marines to maximize efficiency and satisfy valid customer requirements.
- Provided aviation supply support, including inventory management, materials administration, personnel staffing, and requisitioning procedures.
- Validated customer requirements; processed and submitted requisitions.
- Processed and delivered materials in accordance with government regulations and procedures.
- Purchased, tracked, sourced, and accounted for assets in excess of \$2 billion.
- Ensured availability of required equipment and supplies; managed repairs/purchases of assets.

### Military Experience

01/2002 to 01/2011

Specialist Company Name United States Marine Corps, Camp Pendleton, CA Aviation Supply Specialist Jan 2002 - Jan 2011 Supervised 30 Marines to maximize efficiency and satisfy valid customer requirements. Provided aviation supply support, including inventory management, materials administration, personnel staffing, and requisitioning procedures. Validated customer requirements; processed and submitted requisitions. Processed and delivered materials in accordance with government regulations and procedures. Purchased, tracked, sourced, and accounted for assets in excess of \$2 billion. Ensured availability of required equipment and supplies; managed repairs/purchases of assets.

### Education

2014

Certificate : Six Sigma Villanova University 1/4 City , State , US  
2014

Certificate : Lean Villanova University 1/4 City , State  
2003

Aviation Logistics Navy And Marine Corps Aviation Logistics 1/4 City , State  
2000

High School Diploma : General Studies Boys Ranch High School 1/4 City , State , US

Certifications

HazMat Certified

Skills

Inventory, Aviation, Staffing, Documentation, Asset Management, Buying/procurement, Class, Comprehensive Large Array Data Stewardship System, Invoicing, Material Control, Procurement, Purchasing, Scheduling, Shipping, Bsi, Cost Point, Inventory Records, Logistics, Million, Pricing, Proposal Preparation, Provisioning, Training, Training Initiatives, Hazmat, Ms Office, Six Sigma, Six-sigma