

SENIOR SUPPLY SERGEANT OBJECTIVE

To obtain a position in the logistics arena as an Inventory Management Specialist, Logistics Management Specialist, Supply Management Specialist, or Senior Logistics Analyst within any organization in which my experience, knowledge, and skills will be used accordingly.

Professional Experience

Company Name City , State Senior Supply Sergeant 04/2012 to Current

Knowledgeable of Army Supply Regulations, Processes, Principles, Procedures, and Concepts of Logistics Management. Responsible for processing, analyzing and reviewing equipment fielding documents.

Managed equipment readiness, retrograde and redistribution. Maintained records for lost, destroyed and stolen property. Coordinated the execution of more than \$5 million in Government Contracts from initial request to contract award. Reviewed and corrected budget estimates and proposals for completeness, accuracy, and compliance with established regulations, policies, and procedures. Trained Senior Leaders and Subordinates on Logistics and Supply Operations, and the Property Book Enhanced System (PBUSE).

Company Name City , State Senior Logistics Noncommissioned Officer 05/2011 to 04/2012

Supervised and managed all logistical operations and expertise in the areas of logistic, supply management, property book management, movement control, planning, coordinating, monitoring, and executing logistics preparation, sustainment, and battle tracking within the Brigade. Monitored and ensured that unit followed Command and Supply Discipline Program within the guidelines of the Department of the Army Regulations. Conducted required inspections with subordinate units in accordance with procedures to ensure proper standards. Identified strengths and weaknesses and provided alternative courses of action for the unit to improve performance measures. Validated monthly Unit Status Readiness and recorded results. Provided services to subordinate units/customers ensuring that required needs were met. Maintained detailed equipment analysis reports for the Brigade.

Company Name City , State Senior Supply Sergeant 02/2000 to 05/2011

Supervised Army Force Generation (ARFORGEN) Reset Operations on two occasions which were conducted each time the Brigade returned from Theater. Provided material supply maintenance support to ensure that authorized assets were on hand or on valid requisition in accordance with Army Maintenance Management. Ensured proper disposal procedures were implemented while disposing of excess property. Presented technical guidance in Supply Chain Management to Superiors and Subordinates. Managed and coordinated the movement of Department of the Army stock and loaned equipment.

Company Name City , State Property Book Noncommissioned Officer 03/1997 to 02/2000

Served as the Brigade Property Book Supervisor. Processed and resolved unit level property accounting issues daily ensuring property listings are accurate and commanders' hand receipts are updated monthly. Coordinated logistical support for both Annual and Inactive Duty training.

Conducted analysis and briefs on current and future equipment authorizations. Managed the excess program by directing cross-leveling and provided disposition of equipment to achieve maximum equipment readiness. Prepared and provided professional guidance on property accountability. Directed and handled the administration of property book records.

OTHER EMPLOYMENT INFORMATION

Job Availability Date: August 1, 2014

Citizenship: United States Citizen

Security Clearance: Secret (Active)

Skills

Logistics Forecasting/Planning, Project Manager, Supply Chain Management, Inventory Management, Logistics Management, Purchasing/Procurement, QA/QC, Record Organization/Maintenance, Strategic Planning, Multi-site Operations, Multi-unit Operations, Supply Policies, Supply Process and Procedures, Budgeting, Customer Support/Services, Data Entry Process, Documentation and record keeping/Proofreading/Editing, File System Development, Written and Oral Communication, MS Word, Excel, Powerpoint, Property Book Unit Supply Enhanced (PBUSE), Property Management Programs, WBFLIS, LOGDAT, Logistics Information Warehouse (LIW), SSN-LIN Automated Management & Integrating System (SLAMIS), FEDLOG, FAAST, Exchange Pricing, FMSWEB, General Fund Enterprise Business System (GFEB), Wright Express (WEX), Planning future operations and managing current operations of a Battalion and Brigade Level command post. Familiar with Staff Operations, Brigade Combat Teams and Unit Readiness. Ability to type 40 wpm.

Education

Technical Certificate : GFEB 2013 Defense Acquisition University , City , State , US

Technical Certificate, Planning, Program, Budgeting, Executive : Budget Analyst 2008 Military Training , City , State , US

Technical Certificate : PBUSE 2007 Property Book Unit Supply Enhanced , City , State , US