

MATERIAL LOGISTICS SPECIALIST

Career Overview

Vacancy Identification Number (VIN: 1192501) Claims Assistant (Intake Specialist), GS05/07. Over 10 years of Administration and Logistics Specialist experience. Comprehensive knowledge and hands-on experience in all aspects of supply: shipping/receiving customer service and safety management. Specialized in organizing supplies, records, and accountability/inventory forms. Skilled in logistics automation systems and data entry. Created and presented administrative documents using Microsoft Power point, Excel and Word.

Professional Experience

Material Logistics Specialist

April 2000 to Current

- American Airlines S: Phil Simpson Hanger 1, 21st Street P: 972.425.3350 May contact DFW Int'l Airport, Texas 75261 40 hrs/w, \$48,000/yr Duties: Responsible for receiving, requisitioning, shipping, warehousing, storing, dispersing and recording parts, equipment and supplies.
- Experience in inventory, records keeping, and machinery equipment operations.
- Stores a wide variety of tools, jigs, fixtures, equipment and materials and issues them upon request to authorized personnel; upon receipt of replacement items or return of issued items, checks against appropriate requisition form for discrepancies by such operations as counting items, examining items visually and manually for defects or wear.
- Corrects routine errors in forms and refers others to supervisor; bins items in serviceable condition, sort's non-serviceable items into salvage or scrap.
- Bins according to their condition; makes minor repairs.
- Maintains inventory within established specifications and in serviceable condition by following the appropriate procedure to exchange a broken tool, to request repairs, or to requisition additional supplies; reports overdue items and shortages to supervisor.

Equipment & Supply Supervisor

June 1999 to April 2000 Company Name

- 33rd Street P: 972.574.0612 May contact Dallas, Texas 75261 40 hrs/w, \$50,000/yr Duties: Responsible for all aspects of airport catering functions, to include assisting in the selection and professional development of new management and non-management employees.
- Develop and coordinate all work schedules for approximately one hundred (100) employee work groups and directed work through three Duty Managers.
- Monitors the accuracy of delivery of all scheduled flight meals.

FEDEX Ground

March 1998 to June 1999 Company Name

- 4901 Village Creek Road P: 817.561.3050 May contact Fort Worth, Texas 76119 40 hrs/w, \$55,000/yr Duties: Responsible for the courteous and efficient pick-up and delivery of customer mail and packages.
- Maintain in a friendly, efficient and reliable manner with all customers.
- Develop proper use of the hand-held scanning/package tracking devices.
- Ensured all customer information was entered into FedEx systems accurately.
- Manage and react to day-to-day operational requirements in a professional and timely manner.
- Establish goals and achieve departmental results, holding self and others accountable for those results.

Business Administrator

July 1978 to September 1998 Company Name

- 55 hrs./w, \$50,000/yr.
- Coordinated daily administrative activities and directly supervised 10 to 15 clerical personnel Trained and evaluated the job performance of all personnel assigned within this department Established work standards, assigned and scheduled workflow, delegated work to subordinate managers and supervisors, and reviewed work completion Conducted monthly individual and group counseling session with involuntary and resistant clients Provided client counseling evaluations to upper management Trained employees on software programs: Word Perfect, Microsoft Word, Excel, Power Point and Sabre System

Education and Training

Certificate of Achievement - Business Administration, CTU, Santa Ana, CA 08/10 Certificate of Achievement - Operations Management, CTU, Santa Ana, CA : 5 2014

Bachelor of Science : Business Administration , 3 2014 California Coast University i¼ City , State Business Administration

High School Diploma : 1 1 Lake Providence High School i¼ City , State

Personal Information

Citizenship: US Veterans Preference: VRA / 30%

Skills

administrative, Business Administration, clerical, CA, counseling, client, clients, delivery, forms, inventory, machinery, materials, Excel, exchange, mail, Power Point, Microsoft Word, Monitors, Operations Management, personnel, pick, receiving, recording, repairs, Sabre, scanning, shipping, supervisor, warehousing, Word Perfect, workflow

Additional Information

- Citizenship: US Veterans Preference: VRA / 30%

- Honors, Awards 08/98 Veterans Preference Awards (Expeditionary Medal, National Defense Service Medal, Navy Achievement Medals.)
Other Information I certify that I can type 40+ words per minute and that the information within this resume is accurate.