

PUBLIC RELATIONS OFFICER

Executive Summary

Highly talented professional with more than ten years in accounting and supply operations acquired in the United States Navy, United States Army, and corporate environments. Practiced in sophisticated inventory management programs. Trilingual - English, Wafi and Igbo - Global understanding of world politics.

Core Qualifications

- Operations management
- Staff development
- Inventory control
- Staff development
- Change management
- Compensation/benefits administration
- Policy/program development
- Compensation/benefits administration
- Policy/program development
- Cross-functional team management
- Staff training
- Staff training

Professional Experience

01/2013 to 01/2015

Company Name

- Mentored, taught, trained and advised the Afghanistan National Police, National Interdiction Unit (NIU) Logistics personnel with all aspects of developing organized and effective logistics management systems in accordance with the MOI's Logistics Policy.
- The NIU is the Ministry of Interior's strike force for illicit narcotics trafficking.
- Advised and coordinated logistics support for the entire Sensitive Investigative Unit (SIU) and National Interdiction Unit (NIU) Regional Law Enforcement Centers throughout Afghanistan located in Kunduz, Jalalabad, Herat and Kabul.
- The PAE Warehouse in Kabul, Afghanistan is responsible for the implementation of Logistics matters in accordance with the company's Statements of Work (SOW).
- Additionally, it is also responsible for the development of property accountability, issue, receipt, and recovery of property issued to the Afghanistan Logistics Officers and Property Custodians.
- Trained, and Advised the Program's Warehouse, Sustainment, Property Book, Logistics Plans, Operations and Contract personnel on logistics matters that affect the accomplishment of the missions.
- Coordinated logistics sustainment and emergency resupply missions for 530 Afghanistan Counter-narcotic elite police force in 2 Regional Law Enforcement centers located in Kunduz and Herat.
- Coordinates with quality assurance personnel to ensure that the goods meet an acceptable standard and generates positive feedback from clients.
- Hands on working experience in requirement gathering, reporting, documentation, process mapping, scheduling, planning, and data analysis.

01/2006 to 01/2011

Company Name

- Logistics Supervisor in support of Global War On Terrorism (GWOT) ensuring the acquisitions, shipping and receiving materials for vital missions in Afghanistan, Africa and Iraq with expertise in Bookkeeping, Accounting, Inventory and Management for the United States Navy.
- Contracting Officer for the Federal Government with purchase up to \$500,000 Reviewed and processed all financial transactions on a timely basis, ensuring accuracy, completeness and compliance with all policies, procedures and regulatory requirements.
- Supervised and organized administrative functions with respect to inspecting, locating, storing, safe keeping, issuing, preparing, shipping, rotating, materials return and disposal of supplies and equipment as related to ground supply operations.
- Resource Advisor for the Department of Defense. Managed and tracked over \$3 million allocated to the Navy Seabees.
- Procured construction materials and support equipment for the Combined Joint Task Force Horn of Africa to sustain and complete vital projects in different parts of African continent.
- Developed logistical spreadsheet to track materials for Combined Joint Special Operations Task Force Afghanistan in support of Village Stabilization Operations.
- Streamlined efficiency of supply system resulting in \$2M reduction in material and equipment for resale utilization by Defense Reutilization and Marketing Office.
- Facilitated movement of US personnel convoy, construction materials, office supplies and support equipment to other forward operating bases.

01/1996 to 01/2006

Public Relations Officer Company Name

- Utilized language and knowledge of local culture in leading team of medical Professionals in training Nigerian villagers in health and prevention techniques as Humanitarian effort Employed conflict resolution techniques to assuage resistance and diffuse crisis situations Amongst contrasting ethnicities, customs, and cultures Saved U.S. Government over \$1M by initiating diplomatic relations with Afghani tribal leaders.
- Brokered vendoring arrangement to procure updated tools and materials to complete construction projects awaiting supplies from United States.
- Reduced project down-time from six months to one month, enabled continuous workflow and provided win-win diplomatic relationship between Afghan government and United States.

Education

2004

Bachelor of Science : Accounting Enugu State University of Science and Technology Accounting

1995

Bachelor of Science : Microbiology University of Nigeria Nigeria Microbiology

Interests

Global War on Terrorism Operation Iraq Freedom Reading Analyzing complex issues Playing Soccer Army Achievement Medal

Affiliations

ACTIVE SECRET CLEARANCE and Moderate Risk Public Trust

Additional Information

- AWARDS AND INTERESTS Global War on Terrorism Operation Iraq Freedom Reading Analyzing complex issues Playing Soccer Army Achievement Medal

Skills

Accounting, acquisitions, Bookkeeping, Book, conflict resolution, clients, data analysis, documentation, financial, Government, inspecting, Law Enforcement, Listening, Logistics, logistics management, Marketing, materials, Office, win, Navy, personnel, Police, policies, quality assurance, receiving, reporting, requirement, scheduling, shipping, spreadsheet, Strategist, workflow