

LEAN SIX SIGMA BLACK BELT

Summary

Highly skilled and trained professional with over a decade of experience in Administrative, Supply, Security, and Counseling.

Highlights

- Lean Six Sigma Black Belt
- Logistical Supply Chain Management
- Adobe Reader
- Microsoft Word
- Secret Clearance
- Strong verbal communication
- Small arms weapons specialist
- Firearms safety training
- Trained in defensive tactics
- Lean Six Sigma Green Belt Certified
- Microsoft Office
- Microsoft Excel
- Microsoft Power Point
- Effective team leader
- Supply and logistics planning
- Extremely organized

Accomplishments

- Received Global War on Terrorism Service Medal.
- Received Global War on Terrorism Expeditionary Medal.
- Received Afghanistan Campaign Medal.
- Received 2 Good Conduct Medals over 13 year Military Career.
- Received Meritorious Mast while serving as the Supply Night Crew Supervisor during 6 month deployment to Afghanistan.
- Received Certificate of Commendation while serving as the Supply High Priority Expediter.
- Received Certificate of Commendation while serving as the Supply Accounting Division Subject Matter Expert.
- Received 2nd Certificate of Commendation while serving as the Supply Accounting Division Subject Matter Expert.

Experience

Company Name City , State Lean Six Sigma Black Belt 09/2012

Responsibilities include: Demonstrating team leadership, understanding team dynamics and assigning team member roles and responsibilities.

Black Belts have a thorough understanding of all aspects of the DMAIC model in accordance with Six Sigma principles.

They have basic knowledge of Lean enterprise concepts, are able to identify non-value-added elements and activities and are able to use specific tools.

Company Name City , State Aviation Supply Specialist 09/2007 to 03/2015

- Perform all functions related to providing aviation peculiar supply support, to include financial management, inventory management, material management, facilities and storage management, personnel staffing, and requisitioning procedures.
- Duties include validation of customer requirements, processing requisitions, submitting requisitions, initiating appropriate follow-up actions, and processing and delivering material in accordance with all government regulations and procedures.
- In addition, aviation supply specialists have an understanding of acquisition procedures, provisioning and requirements determination, material handling procedures, and fiscal accounting and purchasing procedures in accordance with Federal Acquisition Regulations.

Company Name City , State Nuclear Security Officer II 07/2005 to 09/2007

- Access and visitor control officer; to verify and issue the correct credentials and TLDs.
- Armed search officer and armed vehicle search officer; search of individuals and vehicles for prohibited Alan W.
- outlined in Nuclear Regulatory Commission (NRC) Reg.
- 10CFR73.55.
- Armed mobile and armed interior patrol officer; maintain surveillance over assigned areas, responding to alarms and emergency situations and accurately reporting on scene assessments to the Security Control Center.
- Armed escort officer; responsible for escorting and controlling non-licensee and emergency vehicles and occupants.
- Armed response force; stop adversary action threat against SSES.
- To prevent penetration into vital areas and to prevent radiological sabotage by use of deadly/non-deadly force.
- Armed weapons control officer; inventory, inspection and clearing of weapons.
- Ensure safe handling of weapons during issuance and return.
- Armed emergency access; to provide all emergency vehicles (ambulances & fire trucks) and emergency personnel to include LLEA (local law enforcement) first aid responders and fireman.
- Respond to first aid and fire emergencies.

Company Name City , State Aviation Maintenance Administrative Specialist 06/2001 to 06/2005

- Maintain aircraft log books, naval aircraft maintenance publications/files, and prepare reports, logs records, directives, and correspondence in an aircraft maintenance and repair activity.
- Training as data processing equipment operators, perform duties on data entry equipment, and supervise the maintenance administration

functions within the unit.

- Set up, operate, and perform minor maintenance on Naval Aviation Logistics Command Management Information System (NALCOMIS) hardware and its associated remote peripheral subsystems.
- Analyze control charts, program maintenance and man-hour statistical information to aid the maintenance managers and logisticians in the performance of their assigned tasks.

Education

Certificate : Basic Instructor 2012 Department of the Navy , City , State , United States

Certification : Lean Six Sigma Green Belt 2012 Department of the Navy , City , State , United States

Certificate : Lean Six Sigma Black Belt 2012 Villanova University , City , State , United States

Certificate : Logistics Supply Chain Improvement Practitioner 2011 Department of the Navy , City , State , United States

Skills

- accounting
- Adobe
- Charts
- Data entry
- Data processing
- Financial management
- Inventory management
- Team leadership
- Logistics
- Management Information System
- Naval, enterprise
- Personnel Development
- Purchasing
- Trainer