

SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST

Summary

A target focused, highly motivated , and competent Logistics Manager with a long track record of utilizing people, personnel and financial budgets to obtain positive results. Comprehensive understanding of logistics methodology, Aviation Maintenance Management, inventory control, as well as demonstrating high standards of work practices with a safety conscious attitude.

Highlights

- Data collection and analysis
- Exceptional organizational skills
- Analytical thinker
- Creative problem solver
- Public speaking
- Inventory tracking
- Budget management
- Staffing and recruiting professional
- Works well independently
- Decisive
- Results-oriented
- Strategic planner
- Works well independently
- Flexible

Accomplishments

Leadership

- Supervised 10 Marines and 20 civilians in the issuing to the Department of Defense and NATO units 2,920 pieces of Ground Support Equipment (GSE) and Aviation Weapon Support Equipment (AWSE).

Research

- Conducted research which led to the development of contingency program for tracking all maintenance actions performed.

People Management:

- Responsible for the training /recertification of 21 personnel while utilizing a training budget of \$12,000.00 dollars.

Financial Management:

- Directly responsible for a fiscal year budget of \$ 228,170.00 dollars .
- Maintained 100% accountability of a large section of equipment worth over \$16 million dollars .

Steered daily operations in support of \$ 16 million in equipment and supplies with no deficiencies, losses or damages.

Competitive Analysis

- Performed maintenance analysis recommendations to increase maintenance output production numbers while decreasing costs.

Experience

October 2009

to

Current

Company Name City , State Supervisory Logistics Management Specialist

- Managing a team of 30 employees in a busy work environment.
- Establish and implement departmental policies, goals, objectives, and procedures.
- Creating, managing and analyzing performance data and other information .
- Ensuring that all appropriate documentation is kept on file and available for inspection at all times.
- Ability to establish a rapport with people from all social backgrounds
- Ensuring compliance to all Environmental Health & Safety goals and objectives.
- Encouraging, identifying and developing best practice strategy
- Ensuring that each stage of distribution and maintenance process is on time, on budget and to the right quality standards.

August 2005

to

August 2008

Company Name City , State Quality Assurance Chief

- Reviewed and edited correspondence prior to release and submission for signature.
- Performed of a variety of assignments directed toward ensuring acceptability of products, or acceptable levels of quality in the operations

involved.

- Ensure compliance of all local, state, and federal laws regarding the ordering, use, and disposal of hazardous material.

Ensure compliance of COMNAVAIRFORINST 4790.2, local Maintenance Instruction Manuals, and publications.

Provide liaison between the Quality Assurance Department and the maintenance departments.

Conduct audits to identify trend analysis and the correction of defects /deficiencies.

November 2002

to

July 2005

Company Name City , State Advanced Communication/ Navigation Supervisor

- Coordinated work schedules for 14 electronics technicians creating balanced shifts in the work center and better meeting the needs of customers.
- Monitored equipment usage and adjusted work priorities resulting in a more flexible and productive work center.
- Calculated costs of equipment and repairs vice replacement costs reducing the repair costs and hours worked by technicians.

January 1997

to

July 2002

Company Name City , State Aviation Maintenance Management Instructor

- Aviation Maintenance Administration Management Training Instructor
- -Course Coordinator for NALCOMIS IMA Power Plants Documentation Procedures, NALCOMIS IMA Work Center Management Documentation Procedures, NALCOMIS IMA Production
- Successfully graduated over 400 Department of the Navy students in the proper documentation of aviation maintenance management in accordance of COMNAVINST 4790.2

Education

2013

University of Phoenix MBA : Business

3.72 GPA

Member of Delta Mu Delta International Honor Society in Business

Coursework in Business and Management

Coursework in Business, Management and Communications

Managerial Statistics and Management Communication coursework

Operations and Quality Management coursework

Advanced coursework in Business Administration and Public Policy

Coursework in Marketing and Communications

Coursework in Law and Political Science

2011

University of Phoenix Bachelor of Science : Business

3.4 GPA

Coursework in Business, Management and Communications

Coursework in Business Communications and Management Information Systems

Coursework in Business Communications and Management Information Systems

Operations and Quality Management coursework

Managerial Statistics and Management Communication coursework

Skills

- Ability to lead, motivate and build successful teams.
- Understand all legal, regulatory, information security and compliance requirements.
- Proven influencer & negotiator.
- Achieving targets in a dynamic and complex business environment. Team leading & people development skills.
- Able to manage and develop a diverse group of highly skilled people.
- A pragmatic approach to getting the required results.
- Ability to manage operations within budgetary constraints.