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## AVIATION SUPPLY SPECIALIST

### Summary

Ambitious student pursuing Computer Science degree eager to contribute developed knowledge in Delivery/supervisory role. Skilled in technical and teamwork. Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated settings.

### Skills

- Report creation
- Freight operations
- Adaptive team player
- Dependable and reliable
- Materials transport
- Skilled forklift operator
- Cargo handling
- Defensive driver training
- Report creation
- Storage procedures
- Reviewing records
- Personnel mentoring
- Reliable and trustworthy
- Critical thinking
- Data management
- Team management
- Friendly, positive attitude
- Basic math
- People skills
- Microsoft Office
- Team building
- First Aid/CPR

### Experience

#### Aviation Supply Specialist

City , State Company Name / Aug 2017 to May 2021

- Tracked, documented and updated the stock system with precise attention to detail and recordkeeping requirements.
- Coordinated materials delivery to units world-wide.
- Validated and processed requisitions for new unit supplies.
- Assisted with unit budgeting by entering accurate purchase orders and tracking exact expenses.
- Operated forklift to elevate or place merchandise in appropriate areas.
- Communicated effectively with members of public in often crowded and noisy environments.
- Received orders via phone, mail, fax and internet daily.
- Coordinated shipping and receiving schedules with production to assist in traffic control on docks.
- Packed over [Number] pounds of [Type] products daily while keeping detailed records of productivity and identifying areas for improvement.
- Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Monitored work areas for cleanliness and functionality and removed obstacles to promote safe work environment.
- Received deliveries, scanned packages and updated orders in internal database to enable efficient order processing and fulfillment.
- Replenished inventory with focus on addressing customer needs.

#### Prep Cook

City , State Company Name / Jan 2016 to Jun 2017

- Adhered to all regulatory standards regarding safe and sanitary food prep.
- Maintained consistent quality and high accuracy when preparing identical dishes every day.
- Made all meals in accordance with company standards and requirements.
- Executed proper techniques when preparing menu item ingredients.
- Kept stations stocked and ready for use to maximize productivity.
- Rotated stock items and ingredients to maintain efficiency and freshness.
- Offered support to other stations during high-volume shifts to maintain optimal coverage and meet customer needs.
- Maintained clean and orderly appearance throughout kitchen and dining area.
- Dressed, seasoned and garnished appetizers and salads to prepare for food service.
- Cooked food following specific measurements and recipes.
- Grilled and deep fried various foods, including meats, potatoes and fish.
- Verified proper food preparation by regulating temperature of ovens, broilers, grills and roasters.
- Modified standard recipes to account for ingredient issues or customer requests, including allergen concerns.
- Assisted with dining room tasks by removing soiled dishes during meal service and returning to kitchen for washing.
- Offered support to other stations in high-volume shifts or as needed.
- Organized and labeled stock of ingredients to maintain needed inventory levels.
- Assisted with training and development of new talent.

#### Delivery Driver

City , State Company Name / Nov 2015 to Mar 2016

- Operated and maintained heavy equipment safely, including forklifts, stair climbers and pallet jacks.
- Operated manual and mechanical equipment safely to minimize injury and accident risks.

- Completed daily pre-trip inspection checklist before first delivery.
- Directed efficient product loading and checked load balance to prevent on-the-road incidents.
- Answered customer questions regarding shipments.
- Conferred frequently with dispatch to meet delivery schedule targets and incorporate late adjustments.
- Handled merchandise in accordance with product handling standards.
- Operated delivery vehicles **four** days per week, averaging **100 plus** miles on road and **over 100** customers served daily.
- Delivered rush merchandise on tight schedules to meet customer targets.
- Inspected and maintained gas, oil and water levels as well as tires, lights and brakes.
- Satisfied recordkeeping demands with accurate invoicing, shipping paperwork coordination and daily logs outlining field activities.
- Resolved customer complaints and adjusted orders.
- Completed order forms and collected payments to keep customer accounts current.
- Grouped and routed deliveries according to designated areas to maintain efficient delivery times.
- Obtained signatures on all invoices and credits to stay on top of paperwork requirements.
- Handled customer service complaints with utmost professionalism and knowledgeable responses to maintain trust and company loyalty.
- Communicated frequently with dispatch to relay route changes and delays impacting customer delivery timetables.

#### Education and Training

Bachelor of Science : Aviation Management And Operations Florida Institute Of Technology-Melbourne City , State

- Dean's List Honoree **semester one 2020**
- 3.2 GPA

High School Diploma Olympia High School Jun 2017 City , State

Technical Degree : Hotel And Resort Management Orange Technical College May 2016 City , State

Some College (No Degree) : Sports And Marketing Mangement Orange Technical College City , State

- 3.85 GPA

Some College (No Degree) .

#### Accomplishments

- Consistently maintained high customer satisfaction ratings.
- Certificate of accommodation (USMC) and
- Navy and Marine Corps Achievement Medal