

Robert Smith

Logistics Manager

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SUMMARY

Service-oriented Manager with 18 years background in logistics and oilfield work. Core competencies include dispatching and driving and customer service as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

SKILLS

SAP And MRP Controller, Microsoft Office, Routers, Logistics Management, Inventory Management

WORK EXPERIENCE

Logistics Manager

ABC Corporation - November 2010 - Present

- Estimates and reports to the team on progress in meeting established deadlines for completion of assignments, projects, and tasks.
- Responsible for assigning work assignments, projects, problem areas, significant issues, and deadlines for completion to team members.
- Assists in the protection of information that is stored, processed, and communicated through online data base.
- Performs routine property accountability duties of property management and related duties investigates complaints and leads on store thefts.
- Maintain and develop positive business relationships with a customers key personnel involved in or directly relevant to a logistics activity.
- Developed and implemented administrative procedures resulting in reducing the time needed to process personnel for deployment to desert shield.
- Monitor and direct safety processes to ensure safe environment and atmosphere for all facility employees.

Senior Logistics Specialist/Property Book Representative

ABC Corporation - July 2000 - November 2010

- Trained new and existing hand receipt holders on property accountability and responsibilities in accordance with regulations.
- Provided a broad range of administrative and technical assistance to customers and co-workers on a day-to-day basis, such as supply, procurement, quality assurance, and maintenance application areas.
- Managed and operated the defense property accountability system (dpas) to ensure major systems and programs operated properly and output products were adequate and useable.
- Maintained and developed improved visibility of the equipment management program by involving management officials in equipment utilization surveys, determination of excesses, and redistribution of idle equipment and pre-screening of planned equipment acquisitions against agency assets.
- Performed monthly audits of property book, hand receipts, cycle and sensitive item inventory listing files and catalog records.
- Developed cataloging guidance and tools for use throughout a supply cataloging system.
- Managed all property acquired by purchase, lease, rental, transfer, manufacture, etc.

EDUCATION

Diploma in Computer Technical Support - (The Chubb Institute - Reston, VA) Bachelor Of Business Administration - May 1983 (National University - San Diego, CA)

