

ROBERT SMITH

Logistics Manager/Analyst

Phone: (0123)-456-789 | Email: info@website.com | Website: Website.com

SUMMARY

A challenging position within the Manufacturing, Materials or Supply Chain operations, where can utilize and enhance my skills. Seeking a potential of advancement while offering my expertise to help make the company succeed as a whole.

CORE COMPETENCIES

Materials Management, Logistics Management, Inventory Management, Purchasing, Shipping And Receiving, Stocking, Personnel Management, Secret Clearance, Account Payables

PROFESSIONAL EXPERIENCE

Logistics Manager/Analyst

ABC Corporation - June 2014 – Present

Key Deliverables:

- Managed all logistical operations and dispatching of the company while meeting budgetary and safety goals.
- Oversaw routing, timing, shipping, securing, and precision of every shipment leaving the facility.
- Directed the shipping team to manage the strongest financial years in the companys history.
- Develop constructive and cooperative working relationships with those on your team, as well as cross-functionally.
- Confer with department supervisors to coordinate warehouse activities (shift, deliveries, etc.)
- Develop and control corporate governance and regulatory compliance procedures within the warehouse department.
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, union contracts, and government regulations.

Company Commander

ABC Corporation - January 2009 – Present

Key Deliverables:

- Responsibilities commander of 84 soldiers providing logistical support to a battalion of 500 soldiers throughout the state of Michigan.
- Oversee an international parts procurement and material readiness operation.
- Responsible for maintaining relationships with foreign military and civilian personnel in order to enhance the units logistical capabilities as they relate to equipment and parts.

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- Responsible for the movement, care, and readiness of over \$20 million worth of equipment, parts, and other supplies.
- Entrusted with sensitive information up to the level of secret security clearance.
- Skills used -competent in Microsoft word, excel, powerpoint, and access.
- Specialize in leadership and optimizing the use of my workforce in order to obtain desired results and develop maximum efficiency.

EDUCATION

Master Of Business Administration - (Central Michigan University - Mount Pleasant, MI)
Bachelor Of Science in Exercise Physiology - (Central Michigan University - Mount Pleasant, MI)

