***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

[**www.website.com**](http://www.website.com)

***SKILLS***

Inventory Management, People Management, Project Management, Process Improvement, Problem Solving, Microsoft Office, Forklift Operation.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Inventory & Logistics Manager***

# PERSONAL STATEMENT

Motivated logistics manager successful at managing accounts, customs compliance, Inventory control, and customer service and transportation logistics. Excellent problem solving, and interpersonal skills. Results- focused Operations Manager who excels at streamlining operations to decrease costs and promote organizational efficiency.

# WORK EXPERIENCE

## Inventory & Logistics Manager

### ABC Corporation - October 2012 – April 2016

*Responsibilities:*

* Manage weekly audit of finished goods inventory levels at pa manufacturing facility.
* Inventory management and tracking the distribution throughout the facilities.
* Responsible for receiving inbound goods and maintaining the flow of accounting procedures.
* Management of personnel and establishment of policies and procedures for warehouse and logistics departments.
* Development of logistics and brokerage services departments for asset based regional truckload carrier including operations, sales and marketing.
* Imported, exported and domestic duties include but were not limited to, coordinating and arranging freight services from the ship point, to the consignee or intended recipient.
* Controlled all inventory for past and future use including counts, part numbers, and location.

## Radio Technician Operator

### ABC Corporation - May 2009 – May 2010

*Responsibilities:*

* Provided appropriate data communications on mission progress by tracking methods between various locations.
* Ensured the completion of required documentation for commanders in relative to incidents and other field information regarding soldiers on tasks and missions.
* Provided force protection while maintaining the local nationals in a secure manner; and transporting them to designated work areas for assignment under close observation.
* Responsible and accountable for military equipment in value over $100 million.
* Provide support including the diminishing manufacturing sources and material shortages (dmsms) plan and the item unique identification (iuid) plan.
* Trained personnel to perform duties involving request, receipts, storage, issue, accountability of supplies enforced all department of defense, department of the army, and occupational safety and health

administration (o. S. H. A. ) regulations.

* Ensured day-to-day property book activities, including posting, editing, and filling of all property book documentations utilizing the armys gcss system are complete.

**Education**

Diploma - (Southern Nash Senior High)Associate Of Arts in General Studies - 1982(SOUTHEASTERN COMMUNITY COLLEGE)