

Robert Smith

Inventory & Logistics Manager

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@website.com
www.website.com

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.

SKILLS

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

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.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

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

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

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)