

11001 Old St. Augustine Rd. Apt1624 Jacksonville, FL 32257 (904) 683-5299 (908) 601-3054

Objective: To obtain Supply Specialist positions utilizing my 15+ years in inventory control, purchasing, and material management.

Summary of Qualifications

- Experienced in Supply Dell Computer word documentation, working Naval Shipboard supply part spreadsheet updates and inventory supply stock, government logistical operation systems
- Processed and completed the buying of military construction building materials worth at least \$150,000
- Created and organized supply material storerooms for regular and hazardous material in an efficient Matter allowing for quick issue and returns
- Purchased \$30,000 supply maintenance and consumable materials with government purchase card. Ensured payables and receivables balanced with zero cost overruns

Relevant Skills

- Assisted house remodeling supervisors replaced and install flooring, inspect roof shingles, painting house trim boards, and constant removing of trash
- Inventoried, checked and scanned locations of 100 avionics parts within 10,000 square foot warehouse
- Managed 500 material items monthly (medical supplies, engine parts, hazmat materials) aboard aircraft carrier for stock and delivery
- Managed, ordered and distributed construction materials for \$50,000 for 12 pallets for Seabee (Navy Construction) building projects over a three year period in Washington, DC
- Maintained and controlled \$20,000 of hazardous construction materials building items Inventory and locations
- Oversaw supply training for sixteen months onboard Navy vessel ensuring up to six subordinate personnel instructing others on logistics related procedures and operations
- Processed orders for building materials worth \$20,000 monthly to be shipped to businesses Nationwide in the United States
- Completed 20 lighting fixtures for end of the day shipping using UPS, FEDEX, Old Dominion and Roadway carriers
- Completed daily inspection upon receipt of 50 parts into vital aircraft inventory support
- Received and issued 200 shipboard parts monthly to various departments. This resulted in a 95% inventory accuracy rate
- Received and stocked 100 various building construction materials such as bolts, washers, nuts and pipes averaging \$30,000 per month in support of Navy Seabees' construction projects

Employment History

Science Application International Corporation (via US Logistics) May-July 2010
Supply Specialist Jacksonville, FL

United States Navy 1989 to 2009

Logistics Specialist Jacksonville, FL

Education and Specialized Training

Certified, Forklift Handling United States Navy
Shipboard Forklift Driving United States Navy