

(Clients Name)

(***) ***_****
[@EmailAddress](#)

Address Line 1
Address Line 2

Logistics Management Specialist GS-0346-14

Adept and competitive Logistics Management Specialist has more than 20 years of cumulative experience in providing operations management, logistics analysis, and strategic leadership to diverse teams throughout complex projects. Excellence in the field is manifested by the candidate's natural ability to comprehend logistics techniques and policies, collaboratively engage executives and client contacts, and ensure the optimal outcome in challenging situations.

Diligent and motivated leader possesses innate abilities in client relationship management, project implementation, team leadership, process improvement, inventory analysis and maintenance, quality control, and interpersonal relations. Personable individual easily develops robust partnerships with stakeholders and exhibits exemplary performance in implementing innovative strategies to exceed operational goals. Candidate maintains an exceptional knowledge of Total Life Cycle Sustainment Logistics strategies and is well versed at making high-level decisions, solving complex problems, and mentoring teams to achieve organizational goals, strict deadlines, and satisfactory customer service.

- ✦ Operations, Program & Project Management
- ✦ Robust Interpersonal Communication Skills
- ✦ Process Improvement & Logistics Analysis
- ✦ Shipping, Receiving, and Distribution Expert
- ✦ Project Coordination & Leadership
- ✦ Business Relationship Development
- ✦ Property & Inventory Control
- ✦ Strategic Planning & Problem Solving

Professional Experience

Branch Head

Supervisory Logistics Management Specialist, GS-0346-13
U.S. Marine Corps Logistics Command, TRNG Division
City, State
Salary:

August 2019 - Present
Supervisor: (Name)
Supervisor Phone: (***) ***_****
Okay to Contact: Yes
Hours Worked: 40

- ✦ Commenced and managed a process improvement effort to automate the change request process, which resulted in improving operational efficiency and reduced processing time from 8.5 hours to 25 minutes; utilized SharePoint as a host for the automation.
- ✦ **Oversaw a team of three GS-0343 analysts** responsible for analyzing the business model and its integration with technology; **built data analysis tools** that guided the center in improving processes, products, and services for optimal performance.

Operations Officer

Supervisory Logistics Management Specialist, GS-0346-13
U.S. Marine Corps Force Storage Command, 2nd FSB, Operations
City, State
Salary:

May 2019 – Aug 2019
Supervisor: (Name)
Supervisor Phone: (***) ***_****
Okay to Contact: Yes
Hours Worked: 40

- ✦ Responded to a 43% reduction in workforce by instructing the staff to be more responsive to needs of the command, restructuring any overlapping responsibilities, and cross-training personnel; **educated staff in the use of process improvement and analytical tools** to examine complex logistics issues.
- ✦ Provided guidance and supervision to employees on operational and logistic matters for a unit manned with 220 personnel; **prepared schedules for completion of work and adjusted short-term priorities** to efficiently fulfill duties within deadlines.
- ✦ **Directed administrative operations for command with responsibility for over 1.2M square feet of distribution/storage space** over 5 separate warehouses; 220 personnel; developed processes for receiving products, inventory management, and shipping.
- ✦ Secured property by **establishing protection and access policies and procedures**; organized and coordinated the requirements for all materials and supplies for the organization.

- ✘ Developed an Operations Playbook to assist with rapidly identifying roles, responsibilities, support resources, and functions; revised discretionary and mandatory access security controls by reviewing current policies and **established protocols and policies to address security concerns** in new facilities.
- ✘ Initiated OSHA 10 certification training for employees to teach staff to recognize, avoid, and prevent safety and health hazards in the workplace.
- ✘ Coordinated and collaborated with inventory managers, and supply officers to develop an assessment and disposal plan to support commands long term divestment strategy for equipment valued at \$8.6 million; **managed equipment storage and movement plan** to ensure an optimal outcome.
- ✘ Developed and issued orders following policies and programs to maintain and improve logistics support operations; **confirmed policies concerning property accountability, facilities, transportation, and movement** of equipment and materials were followed.
- ✘ Organized staff meetings to update the commander and senior staff on challenges and policies; prepared briefs and meetings with senior leaders to discuss operational requirements and challenges.

Deputy Director

Supervisory Logistics Management Specialist, GS-0346-13
 U.S. Marine Corps Logistics Command, Enterprise Asset Planning Division
 City, State
 Salary:

Nov 2015 – May 2019
 Supervisor: (Name)
 Supervisor Phone: (***) ***-****
 Okay to Contact: Yes
 Hours Worked: 40

- ✘ **Established a training plan for inventory and supply chain managers** transitioning into new Enterprise resource planning (ERP) roles and responsibilities; eliminated costly delays in submitting production schedule changes by realigning the workforce and instituting redundancies to cover critical areas.
- ✘ **Supervised daily operations and staff** including first line supervision of three GS12's, second line supervision of five GS13s, one military 04, and two military 02s; initiated workforce development training with an online Lynda.com platform and **interviewed, hired, and trained personnel**.
- ✘ Distributed the workload to expand capacity, which enhanced the ability to rapidly schedule assets for depot/commercial repair; **provided supplemental oversight in the planning, programming, budgeting, and execution during for \$350 million maintenance program** that determined logistics requirements, budgeting, and equipment return.
- ✘ Communicated with various stakeholders by Co-chairing the Inventory Analysis Cross-Functional Team consisting of stakeholders representing a broad spectrum of the Marine Corps Logistics enterprise; **collaborated with stakeholders to validate, refine, and modify existing business rules** to enhance process effectiveness and efficiency.
- ✘ Contributed to completing a study of the Equipment Push Fulfillment process, which resulted in key process improvements and modifications to existing business rules that enhanced fulfillment times.
- ✘ Developed monthly presentations of logistical data while facilitating Marine Corps Logistics Command that proposed solutions at the enterprise level.
- ✘ Oversaw the commands of Foreign Military Sales efforts, Marine Corps strategic programs, and Special Purpose Marine Task Forces requirements to **resolve technical issues associated with logistics requirements, methods, and equipment sourcing procedures** to ensure ideal performance.

Branch Head/Program Manager

Supervisory Logistics Management Specialist, GS-0346-13
 Marine Corps Logistics Command, LSMC, Retail Integration Division
 City, State
 Salary:

June 2013 – Nov 2015
 Supervisor: (Name)
 Supervisor Phone: (***) ***-****
 Okay to Contact: Yes
 Hours Worked: 40

- ✘ **Guided and supervised 30 civilians, Marines, and contractors across 8 distributed facilities** in the Continental United States, Hawaii, and Japan; provided and facilitated logistical and supply support.
- ✘ Monitored training compliance and encouraged employees to take training that was beneficial to the command and themselves; **assessed and reviewed the performance of subordinates**.
- ✘ Generated work schedules and determined priorities for the workforce; assigned duties, as the first-line supervisor, to three subordinate GS-0346-12 supervisors.
- ✘ **Utilized knowledge of agency program planning, funding, and management to assist the organization** with POM programming, analysis, and regulation of funds.
- ✘ Oversaw \$250 million 3PL contract ensuring all contract requirements were met in accordance with Performance Work Statements; identified actual or potential problem areas.
- ✘ **Supervised budgeting, policy review, financial execution, and 3PL contractor performance** of an integrated logistics and maintenance contract; directed repair and overhaul of annual demands.

- ✦ Introduced a working group to investigate and analyze various supply chain performance issues and challenges; established analytical products and solutions.
- ✦ **Observed the progress of process improvement** through the development and maintenance of supply chain performance metrics and trends analysis; **examined process documentation, including risk control measurements, and recommended procedure changes.**
- ✦ Executed quality surveillance and quality control assessments to evaluate areas of related equipment, systems, and procedures to ensure services met the appropriate requirements.

Action Officer

Supervisory Logistics Management Specialist, GS-0346-13
 Marine Corps Logistics Command, LSMC, Operations Division
 City, State
 Salary:

Mar 2012 – June 2013
 Supervisor: (Name)
 Supervisor Phone: (***) ***-****
 Okay to Contact: Yes
 Hours Worked: 40

- ✦ **Assisted in planning, managing, and executing complete lifecycle logistics management tasks**, including supply chain operations, inventory management, and logistics audits to fulfill the broad scope of project responsibilities; designated work projects to contracted personnel.
- ✦ **Leveraged management skills, provided situational leadership, and collaborated with recruited team members** to complete projects that had an enterprise-level impact.
- ✦ Delivered leadership and utilized persuasiveness to keep the teams focused on approximately 18 projects that were under close examination of the Supply Chain Integration office; **aided senior-level management with the necessary information** to address the future of a major life cycle support contract.
- ✦ **Offered guidance to contractor team projects with research and root cause analysis**; evaluated documents for precision and sensibility in support of Life Cycle Sustainment Logistics requirements.
- ✦ Provided written reports and directed the implementation of significant corrective actions to meet customer requirements; outlined commencement and execution of the fielding process and provided detailed reports of the process of equipment arrival to operating force issue points.
- ✦ **Established and implemented strategies to overcome obstacles in program execution** and discovered methods to ensure continuous success.

Lead Senior Logistics Management Analyst (Contractor)

Marine Corps Forces Specialist Operations Command
 Material Readiness Branch (HQ/G-4)
 City, State
 Salary:

Aug 2007 – Mar 2012
 Supervisor: (Name)
 Supervisor Phone: (***) ***-****
 Okay to Contact: Yes
 Hours Worked: 40

- ✦ **Introduced innovative logistics solutions by presenting the use of an ERDT program to leadership**; the program aided command in meeting special operations command directives and accounted for SOCOM issued equipment, **resulting in an increase from 68% accountability rate to 100% accountability rate in less than 6 months.**
- ✦ Operated as a logistical focal point for management of new equipment fielding and total life cycle support administration for assigned commodities; performed extensive searches for information pertaining to complex and unusual supply transactions and patterns.
- ✦ **Maintained inventory control by ensuring accurate equipment fielding's and distributions**; evaluated fielding support plans to ensure facilities and supported units were ready to receive high volume and high-value equipment and reported the condition of the equipment received.
- ✦ Coordinated the collection of weekly status report information from team members in preparation for senior leadership situational awareness and distribution; **utilized strong interpersonal skills to grow exceptional rapport with people, influence teams, and communicate with upper management.**
- ✦ Cultivated direct, open communication with multiple programmatic interfaces, including Government customers and associated contractors, to safeguard optimal customer service.
- ✦ **Trained and managed a team that conducted analysis** through causative research, coordination with issuing agency, and supply chain experience; ensured contract team complied with all OSHA safety and Hazmat protocols.

Other Relevant Experience

Ground Supply Administration & Operations Chief, USMC

Certifying Officer (Accepted and certify vendor invoices)

Funds Manager (**Forecast Budget Planning and execution of expenditures**)

Approving Official (Oversaw Government Commercial Purchase Card Program)

Supply Chief/Officer (**Inventory management, warehouse operations for, Class VIII medical supplies and equipment, responsible officer for capital equipment, and Narcotics locker inventory verifier**)

Supply Chain Management Instructor (Lead instructor for property accounting, procurement and curriculum development for advanced level instruction for Senior Supply and Logistics Officers)

Supply Chain Inspector (Led inspection team performing pre-deployment supply inspections)

Aug 1985 – Jan 2008

Supv: (Name)

Phone: (***) ***-****

Education & Technical Skills

Broad College of Business, Colorado State University, 2019

Business Process Management for Leaders

Texas College of Business, TX Institute of Technology, 2019

Supply Chain Project Management Course

Department of Defense (USMC), 2019

Lean Six Sigma Green Belt Course

Defense Acquisition University (DAU), 2018

Contracting Officers Representative Training

Federal Emergency Management (FEMA), 2018

Emergency Operations Center Management

Continuity of Operations

Kenan-Flagler Business School, University of North Carolina, 2017

Advanced Program in Logistics & Technology

Department of the Navy, 2016

Principles of Appropriation

Financial 101

Mentor Development

Strategic Planning for Government Organizations

Broad College of Business, Michigan State University, 2013

Master Certificate, Supply Chain Management & Logistics

Webster University, Graduated 2012

Master of Arts in Human Resource Management

University of Phoenix, Graduated 2007

Bachelor of Science in Business Management

Microsoft Office Suite ✦ Oracle ERP-Business Suite ✦ TFSMS ✦ TLMC-OST ✦ WEBVLIPS ✦ PBUSE

Certifications

OSHA Safety Training Institute, 2019

OSHA 10 General Industry

APICS Association, 2014

Commercial Certified in Transportation & Logistics (CTL)