**JOHN JOBSEEKER**

100 Main Street • City, Virginia 22551 • 804-555-1111 • johnjobseeker@yahoo.com

**SENIOR LOGISTICS MANAGER**

Dedicated logistics manager with active Secret Security clearance and extensive experience leading diverse teams under a range of adverse conditions. Highly trained in all aspects of supply chain management, including purchasing, budgeting, storage, distribution, and integrated property accounting systems. Positive communicator with outstanding supervisory, training, and coaching skills. Areas of expertise:

Project Management 􀁸Supply Chain Management 􀁸Procurement 􀁸Budgeting 􀁸Marketing Skills DoD/Military Standards 􀁸Automated Supply Accounting Systems 􀁸Contract Administration Process Improvement 􀁸Risk Management 􀁸Cost Control 􀁸Change Management 􀁸P&L Professional Development 􀁸Training Programs 􀁸Coaching 􀁸Mentoring

**PROFESSIONAL EXPERIENCE**

**UNITED STATES ARMY, Fort Bragg, North Carolina**

**Executive Officer** 􀁸**2013 – Present**

Managed and coordinated 120 administrative, intelligence operations, and logistics staff members to perform as a cohesive unit, reporting directly to unit Commander. Administered $1.5M unit budget and ensured maintenance of and accountability for $22M of equipment at all times. Orchestrated training and development of subordinate officers to ensure continuity of leadership.

* Maintained extraordinary equipment operational readiness rate exceeding 95%.
* Ensured budgetary accountability by implementing monthly budget subdivided into weekly amounts, and enhanced financial planning for anticipated future projects.

**Senior Logistics Manager** 􀁸**2010 – 2013**

Issued vehicles, night vision equipment, weapons, radios, and other equipment to units deploying to Iraq and Afghanistan. Supported overall operations by anticipating logistical requirements and ensuring the timely completion of both expressed and implied tasks. Ensured all equipment was properly maintained and accounted for using multiple computerized logistics and maintenance programs.

* Performed monthly inventories of general and specialized high-tech equipment, and liaised with internal and external stakeholders to maintain 100% operational readiness.
* Achieved 100% loss prevention while training more than 15,000 soldiers for overseas deployment.
* Prepared and administered contracts procuring equipment training for deployment to Afghanistan.

**Operations Officer** 􀁸**2009 – 2010**

Developed and administered training programs for 65 Army Reserve and Army National Guard battalions and brigades. Designed validation process for units deploying overseas. Managed unit status reporting requirements to achieve short- and long-term planning goals. Responded to rapidly changing combat environments by designing program modifications enhancing effectiveness of training.

* Spearheaded training of 20,000 reservists and National Guard soldiers, preparing personnel from diverse backgrounds to work together and react effectively in emergency situations.

**HHC Company Commander** 􀁸**2006 – 2009**

Managed and supervised 162 soldiers, ensuring fair and consistent training and disciplinary standards to ensure unit cohesion and readiness. Administered disciplinary programs, wrote commendations, issued awards, and coordinated training and development programs. Served as liaison between family members and Brigade Commander to ensure open communication on how current and future operations will affect soldiers and their families.

* Earned commendation from Division Commander for designing innovative live-fire convoy training exercise for units deploying overseas.
* Transformed Family Readiness Group and revitalized support programs serving soldiers’ families.

**EDUCATION**

**Bachelor of Arts in Political Science**

Virginia Commonwealth University 􀁸Richmond, Virginia

*Resume provided courtesy of GetInterviews.com; email: resumes@getinterviews.com*