

JESSICA CLAIRE

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SUMMARY

Solutions-focused, versatile management professional offering a comprehensive background supporting U.S. military operations in roles of increasing responsibility during a over 19 year career in the United States Air Force. Effective communicator who quickly masters new roles and technologies to achieve positive results.

HIGHLIGHTS

• Supply and logistics planning

• Inventory Management

• File/records maintenance

• Reports generation and analysis

• Supervision and training

• Personable

• Dependable

EXPERIENCE

Material Management Craftsman

United States Air Force – City, STATE

• Manages materiel management activities and systems involved in requirements determination, inventory control, and receipt, storage and issues of supplies and equipment.

• Computes requirement, determines allowance, and researches and identifies materiel requirements.

• Performs operations involved in storage inspection, identification and receipt of property.

• Performs inventories and ensures timely correction of discrepancies.

• Inspects and evaluates inventory management activities.

• Inspects and identifies property.

• Determines condition of property received.

• Performs shelf-life inspections of stock.

• Develops methods and improves procedures for storing property.

• Plans use of storage facilities.

• Receipts, stores, issues, ships and transfers property.

• Controls issue of classified, sensitive, pilferable and controlled items.

• Coordinates with maintenance activities on repairable component actions.

• Controls and issues bench stock property.

• Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance.

• Accounts for all items contained in mobility readiness spares packages.

• Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply.

• Reviews and validates requirements.

• When required, initiates follow-up actions on materiel requirements.

• Coordinates equipment transfer and deployment actions with the accountable officer.

• Plans and schedules materiel storage and distribution activities.

• Processes information retrievals using supply system databases.

• Manages materiel management related systems and hardware.

• Performs operator maintenance on materiel management related systems and hardware.

• Applies system security policy and procedures to prevent unauthorized changes to information.

• Distributes supply computer products.

• Acts as a subject matter expert to the commander on the operation of materiel management systems and operations.

• Monitors Defense Data Network traffic through use of the Supply Interface System.

• Ensures database integrity and makes necessary corrections.

• Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the Standard Base Supply System (SBSS).

• Monitors systems processing and corrects processing errors.

• Monitors supply Defense Data Network traffic through use of the Supply Interface System and takes corrective action.

• Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems.

• Develops database retrieval scripts for materiel management support analyses.

• Operates motor vehicles and assorted materiel handling equipment.

EDUCATION

MILITARY TRAINING: OCT 2005 - SEP 2006

ARMY COURSE: 081F31CLC, COMBAT LIFE SAVER COURSE (CLC)

LENGTH: 1 Year.

(ARMY TRAINING HISTORY COURSE: 081F31CLC)

MILITARY TRAINING: OCT 2005 - SEP 2006

ARMY COURSE: CLG004, GOVERNMENT PURCHASE CARD REFRESHER TRAINING

LENGTH: 1 Day.

(ARMY TRAINING HISTORY COURSE: CLG004)

MILITARY TRAINING: 2006, JUN 2002

AIR FORCE COURSE: PME CODE 0, Airman Leadership School

LENGTH: 23 Days.

COURSE DESCRIPTION FROM SERVICE COURSE FILE:

(Description Dates JUN 1955 - JUL 2012)

Leadership and Management (LMM 1101): Role and responsibilities of airmen; theories, techniques, and practical application of leadership/followership; supervision; management; stress management; problem solving; concepts of human behavior; standards of discipline; effective counseling techniques; evaluation of enlisted personnel; and current social issues. Managerial Communications (LMM 1102): Principles of oral/written communications for airmen, theories/concepts of communications, factors influencing communication process, speaking techniques including oral presentations, and principles of effective writing. Military Studies (LMM 1103): Organization, mission, and history of Air Force; dress and appearance; drill/ceremonies; customs/courtesies; respect for flag; military deterrence; democratic process; code of conduct; and personal readiness. Introduction to Total Quality Management (LMM 1104): Introduction to the total quality approach to management. Includes the quality Air Force commitment; seven-step continuous improvement process; quality environment, tools, metrics, roles and responsibilities; and effective team-building concepts.

(AIR FORCE TRAINING HISTORY COURSE: PME CODE 0)

MILITARY TRAINING: DEC 2003

AIR FORCE COURSE: L3ACR2S071 005, Supply Management Craftsman

LENGTH: 2 Weeks.

COURSE DESCRIPTION FROM SERVICE COURSE FILE:

(Description Dates JUL 1999 - AUG 2004)

Provides technical training for Air Force personnel in AFSC 2S051 in task related knowledge and performance that is required to attain the craftsman designation. Training includes contingency supply support, MICAP asset sourcing system (WINMASS), and supply interfaces.

(AIR FORCE TRAINING HISTORY COURSE: L3ACR2S071 005)

MILITARY TRAINING: JUN 2001

AIR FORCE COURSE: E4AOF29372 000, TAC Satellite Communication Technician

LENGTH: 1 Week, 1 Day.

(AIR FORCE TRAINING HISTORY COURSE: E4AOF29372 000)

MILITARY TRAINING: JUN 2001

AIR FORCE COURSE: J6AJI3S251 000, Air Force Training Course (Paper-Based Exportable)

LENGTH: 24 Hours.

COURSE DESCRIPTION FROM SERVICE COURSE FILE:

(Description Dates JUL 1999 - AUG 2003)

This course provides necessary knowledge and skill training for all Air Force personnel who perform duties of trainer and/or task certifier. The scope of training includes the USAF training program, responsibilities and characteristics of key personnel in the training program, initiating the training process, training forms and their documentation, planning, scheduling, conducting, and evaluating training. Paper-based exportable version used in the field.

(AIR FORCE TRAINING HISTORY COURSE: J6AJI3S251 000)

MILITARY TRAINING: AUG 1993

AIR FORCE COURSE: G3ABR64530 003, Apprentice Inventory Management Specialist

LENGTH: 6 Weeks, 4 Days.

COURSE DESCRIPTION FROM SERVICE COURSE FILE:

(Description Dates JUN 1955 - FEB 1994)

Trains personnel in AFSC 64510 in the knowledge and skills required to perform the duties of an apprentice inventory management specialist, AFSC 64530. Training includes orientation and introduction, publications, demand processing, maintenance support, stock control, Air Force Equipment Management System (AFEMS), War Reserve Materiel (WRM), retail outlets, and operations of the input and output device. Emphasis will be placed on operation of the Universal Terminal System (UTS) 40 and the 9420 Hand Held Terminal (HHT).

(AIR FORCE TRAINING HISTORY COURSE: G3ABR64530 003)