

# Jessica Claire

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## PROFESSIONAL SUMMARY

Focused, result driven professional with 12 years of logistics experience and a reputation for consistently meeting the most challenging organizational goals and objectives with unequalled success. A management professional, offering in depth experience in developing and applying logistics techniques and methodologies to solve problems. Aggressive at identifying and resolving inefficient procedures. Expert in analyzing existing operations and implementing effective systems, strategies, and processes to improve operational performance. Extensive skills in project management, transportation and logistics services, client contracting and services, data entry, and collections. Experienced in the application of the MS Office XP including Word, Excel, Outlook, and PowerPoint programs.

## CORE COMPETENCIES

- Knowledge of the DoD acquisition process
- ERP support
- SAP
- Advanced problem solving abilities
- Project management
- Planning and Forecasting
- Business Operations and Applications Management
- Finance and Procurement
- Inventory Control and Inspection
- Strategic Logistical Planning
- FMS Logistics
- POA&M

## EXPERIENCE

**AVIATION SUPPORT DETACHMENT LOGISTICS SPECIALIST LEADING SUPERVISOR** 04/2012 to 09/2014

### United States Navy | City, STATE

Direct all aspects of aviation logistics, aviation maintenance, aviation inventory handling, and control of aviation equipment and materials using automated property and accounting systems. Provide and coordinate technical support and guidance to subordinate teams. Subject matter expert providing advice and assistance on all logistics and inventory issues with senior management. Enforce all safety regulations and requirements focused on risk reduction and mitigation of accidents and injuries. Manage and update policies for logistics and inventory systems and controls.

### LOGISTICS SPECIALIST SUBJECT MATTER EXPERT ASSISTANT SUPERVISOR

04/2009 to 04/2012

### United States Navy | City, STATE

Actively participated in the U.S. Navy upper level management team that proved that the military could be managed like a well-tuned corporate machine by efficiently managing complex organizations, supervising hundreds of people through many line management personnel, and responsibly maintaining \$380 million worth of equipment, suppliers, and line items. Consistently demonstrated knowledge of the principles and concepts necessary to perform effective logistical analysis by routinely carrying out logistics functions such as inventory management, Supply Systems Analysis, and Standardization.

### LOGISTICS SPECIALIST WAREHOUSE SUPERVISOR

03/2008 to 03/2009

### United States Navy | City, STATE

Oversee all warehouse operations including shipping, receiving, inventory control, packaging and labeling for warehouse inventory. Supervise personnel and daily operations and activities. Prepared quotes and presentations. Negotiate contracts with vendors, reviewed and awarded bids. Arrange and coordinate shipments, deliveries and incoming orders. Carried out material unloading, verified quantities, process full and partial loads. Utilized hand held computerized system to verify shipments, identify loads, distribution and forwarding to inventory. Manage logistics of multiple of multiple shipments and deliveries. Supervise the loading of pallets, bound and arrangement for distribution.

### LOGISTICS SPECIALIST SHIPBOARD SUPPLY

03/2005 to 03/2008

### United States Navy | City, STATE

Expedite the procurement, receipt, and delivery of material and provide current status and delivery information on all shipyard material requirements. Review Material Management Information Reports for ship and shops to determine delivery date and action required to ensure delivery to end user to meet scheduled production dates. Research and analyze sources of supply worldwide procurement histories to determine material availability, stock levels, acquisition advice, weapon codes, restrictions, etc. Contract internal and external customers to plan, coordinate, resolve problems, or advise on the expeditious receipt of material to end user.

### LOGISTICS SPECIALIST SUPPLY CLERK

03/2002 to 03/2005

### United States Navy | City, STATE

Perform inventory management, shipping, receiving, warehousing, procurement, requisition management, and order fulfillment ensuring maximum operational readiness. Managed government assets, which included budget management and advising on ordering supplies and equipment. Oversaw company property and post transactions in organizational and installation property book and supporting transaction files. Maintained records, conducted physical inventory and communicated periodic status to Supply Officer.

## EDUCATION

**Bachelor of Science**

2017

**Stratford University, Woodbridge, VA**

Business Admin

**Navy Logistic Supply System**

2012

**Navy Enterprise Resource Planning (ERP), Andrews Air Force Base, MD**

**Supply Application Administrator**

2013

**Optimized Naval Aviation Logistic Command Operations Maintenance Information System, San Diego, CA**

**Supply System Specialist**

2012

**Optimized Naval Aviation Logistic Command Operations Maintenance Information System Aviation Supply, San Diego, CA**

**Supply and Fiscal Management, Record Keeping**

2011

**Supply Management Training, Norfolk, VA**

**Green Belt**

2011

**Six Sigma Certification, Norfolk, VA**

## PROFESSIONAL AFFILIATIONS