

JESSICA CLAIRE

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- 📍 100 Montgomery St. 10th Floor

SKILLS

- Initiating Officer
- Credit Card Holder
- Purchasing
- Contracting
- GFEBS
- GCSS-Army
- Reviews and Edit Purchase Request
- Research Sources
- Screens Requisitions
- Analyze Office Supply
- Accountable Documents
- Reviewing and Editing Requisitions
- Back Order Reviews
- Reconciliation
- Liaison
- Monitor Contractor Operations
- Point of Contact
- Analyses process
- Assesses Documentation
- Plan Develop
- Technical Advice
- Budgetary Functions
- Administrative Functions
- Maintenance Inspections
- Training expertise
- Supply system accounting
- Warehouse asset oversight
- Document preparation
- Equipment redistribution
- Vendor relationship management
- Customer service skills
- Reading comprehension
- Customer service
- Planning and Coordination
- Interpersonal Communication
- Multitasking abilities
- Good listening skills
- Supervision
- Analytical skills
- Computer skills

EDUCATION

Arizona Western College
Yuma, AZ • 01/2017
Certificate in Logistics Advanced:
Logistics And Materials
Management

CERTIFICATIONS

- TMDE
- GCSS-Army Training
- GFEBS Training
- Fire Warden
- Key Control
- Vehicle Utilization Control
- Fork-Lift

PROFESSIONAL SUMMARY

Reliable General Supply Specialist professional offering 8+ years of experience in procurement of supplies, equipment support, and inventory operations. Excellent record of success in inventory audits and review and processing of the automated and computer systems input/output documents. Dedicated to accurate record-keeping, work site safety and timely issue resolution. Diligent General Supply Specialist well-versed in accurately coordinating paperwork such as contracts, purchase orders, requisitions and refund requests. Experienced in working with 10-15 million dollar inventory and keeping documentation up-to-date for optimal recordkeeping. Outstanding safety record. Hardworking Procurement professional with 8 plus years of experience maintaining vendor relationships to facilitate cost-effective and timely purchasing functions. Excellent negotiation and contract development skills with proficiency in GFEBS, GCSS-ARMY, WAWF, ASTS. Effective at sourcing products, vetting vendors and managing bid process. Good relationship-builder and problem-solver with methodical approach and excellent verbal and written communication skills. Well-versed in purchasing and service contract needs and processes.

WORK HISTORY

Analog Devices, Inc. - Material Management Specialist III
Beaverton, OR • 09/2019 - Current

- Kept all documentation and records accurate and up-to-date with latest data to prevent errors in purchase or contract functions.
- Operated GFEBS, WAWF, GCSS-ARMY, ASTS, and Microsoft Office computer systems to procure and ensure use of equipment and supplies.
- Maintained effective and lasting vendor relationships through dynamic communication, collaboration and intelligent questioning skills.
- Set up and negotiated contracts to obtain favorable pricing and delivery structures.
- Purchased new office supplies and oversaw GFE inventory.
- Oversee and ensure accountable documents that are forwarded to other departments for approval or signature.
- Perform reconciliation and review and edit requisitions.
- Inspect quality of goods and services on behalf of government
- Monitor contractor operations and generate reports ensuring compliance with performance requirements.
- Serve as point of contact on day-to-day operations (Fire Warden, Inventory)
- Responsible to ensure contractors are adhering to all logistical and supply regulations and conducting in most effective and efficient manor.
- Plan, organize, coordinate and advise on supply stock levels, purchasing and contracting efforts.
- Responsible for 10 - 15 million dollars worth of inventory and requisitioning, reviewing, inspecting, receiving, storing, issuing, and disposing of items in multiple supply warehouses.
- Trained new personnel in work force in use of new and enhanced automated system, regulations, procedures, policies, etc.
- Performed other duties as assigned

Hayland - Office Manager
City, STATE • 02/2018 - 09/2019

- Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Managed CRM database, including troubleshooting, maintenance, updates and report generation.
- Oversaw appointment scheduling and itinerary coordination for both clients and personnel.
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using MS Office suite.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.

TRAX International - Supply Technician III
City, STATE • 06/2010 - 02/2018

- Monitored and replenished tools and reagents to enable smoother workflows and eliminate delays.
- Streamlined office operations using automation, oversaw client communications, managed record tracking and data communication activities.
- Supported senior company leaders by delivering reports outlining performance to drive process improvements.
- Coordinated with freight forwarder to provide vendor shipping details and obtain shipping updates.
- Oversaw every phase of supply chain, from purchase order to delivery to invoicing, targeting 100% end-user satisfaction.