# Brett Hinzman

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## Professional Summary

Logistics and procurement analyst supporting US Army missions, turning messy logistics data into clean, decision-ready actions that inform $4M+ in planning. Power user of IBM Maximo, Excel, and Power BI to manage inventories, PR/PO execution, and audit-ready financial integrity. Currently coordinate 50+ concurrent deliveries, train Army Reserve users, resolve invoice and vendor issues, and deliver weekly leadership reporting that drives smarter procurement and faster readiness outcomes.

## Technical Skills

**Process & Methods:** Six Sigma (Yellow Belt) methodologies, DMAIC framework, Scrum implementation, process mapping, negotiation strategies, root cause analysis, cost-benefit analysis, scenario planning, SWOT analysis, change management, executive reporting, and forecasting

**Procurement & Operations:** vendor negotiation, procurement (RFQ, vendor selection, purchase order), inventory management, ETA tracking, Net 30 compliance, resource allocation, quality assurance, risk assessment

**Analytics & BI:** Power BI, Tableau, IBM Cognos Analytics, Excel (PivotTables, macros, VBA), SQL (SELECT, JOIN, filtering), data cleaning, modeling, data visualization, statistical analysis

**Systems & Platforms:** IBM Maximo, ServiceNow, Microsoft SharePoint, Microsoft Visio, Microsoft Teams, Microsoft Office Suite

**AI & Emerging Tech:** Large Language Models (LLMs) for research, drafting, and knowledge retrieval

## Professional Experience

**Logistics Analyst 2, Huntington Ingalls Industries**
April 2025 to Present

Logistics analyst lead, supporting Army Reserve Task Force units. Own end-to-end operational support across inventory, work orders, and procurement, translating frontline needs into clean system execution, audit-safe documentation, and leadership-ready reporting.

• Analyze backlog, delays, and demand trends; recommend fixes to reduce cycle time.
• Build weekly dashboards and briefings in Excel and Power BI for leadership decisions.
• Reconcile onsite and offsite inventories to maintain accurate equipment accountability.
• Serve as the primary logistics POC for TF units, driving adoption and fast issue resolution.
• Support RFQs and quote evaluations to improve pricing leverage and maintain compliance.
• Resolve invoice and receiving mismatches with vendors, requesters, and Accounts Payable.
• Configure sites, locations, storerooms, and roles/permissions for controlled, clean operations.
• Reconcile Government Purchase Card transactions with complete, audit-ready documentation.
• Track PR/PO lifecycle status, approvals, ETAs, receipts, and vendor follow-ups to keep flow moving.
• Provide forecasting inputs to the Program Manager on throughput, backlog, and resourcing constraints.
• Manage calibration and replacement work orders for durable and consumable equipment through closeout.

**Freelance Consultant, Upwork (Remote, contract)**
July 2024 to April 2025
• Achieved 100% client satisfaction; praised for clarity, timeliness, and actionable insights.
• Built a freelance practice by successfully managing end-to-end client engagements remotely.
• Crafted financial models to guide pricing and identify market opportunities for $5K-$50K client budgets.

**Inventory Management Specialist, U.S. Department of the Army**
February 2021 to July 2024
• Produced executive-level reports that improved contract decisions and stock level targets.
• Managed nationwide uniform distribution for 20,000 soldiers, meeting deadlines and reducing waste.
• Analyzed billing and supply data from 70+ installations, ensuring financial accuracy and resource alignment.

**Graduate Research Assistant, University of Illinois Urbana-Champaign**
September 2020 to February 2021 (Part-time during Master's Program)
• Conducted independent research on operational efficiency and data-driven decision-making models.
• Analyzed and synthesized complex data sets, utilizing statistical analysis to identify key trends and insights.

**Warehouse Team Lead, Lidl (seasonal role)**
December 2019 to April 2020
• Coordinated distribution to 43 stores, guaranteeing 100% accuracy in item picking, shipping, and delivery.
• Led daily operations for 60+ associates across multiple departments ensuring on-time delivery of all products.
• Successfully managed the hand-off of responsibilities to on-site staff upon the conclusion of the seasonal role.

**Financial Management Analyst, U.S. Department of the Navy (short-term assignment)**
July 2019 to October 2019
• Managed an $8M funding portfolio, ensuring 100% accuracy in financial processing and allocation.
• Streamlined reporting procedures, reducing document processing time by 10% during the assignment.

**Research Assistant, Towson University**
August 2018 to July 2019 (Part-time during Bachelor's Program)
• Built Excel-based Monte Carlo simulations, supporting portfolio rebalancing decisions.
• Contributed to the Towson University Investment Group managing a live $100,000 portfolio.

**Summer Analyst Intern, Merrill Edge (Bank of America)**
June 2018 to August 2018 (Summer Internship)
• Supported projects that aimed to improve client retention and product positioning.
• Researched competitors and markets and summarized findings for senior associates.

## Education

• Associate of Arts in Psychology | Harford Community College | GPA 3.5
• Bachelor of Science in Business Administration | Towson University | GPA 3.8
• Master of Science in Management | University of Illinois Urbana-Champaign | GPA 3.7

## Certifications

• Six Sigma Yellow Belt
• Negotiation Associate (NCN-A)
• Scrum Fundamentals Certified (SFC)
• Google Analytics Individual Qualification (GA4)
• Business Analysis Fundamentals with AI Certified