**ALLISON M SMITH**

amsmit14@gmail.com

835 Ivy Meadow Lane Apt 1B Durham, NC 27707

717.448.7804

**OBJECTIVE**

To obtain a position as a Logistics Leader by applying four years of military experience gained as an officer and supervision experience in the area of supply chain management in order to contribute to the overall business strategy of the company and improve the flow of logistics.

**SKILLS QUALIFICATION SUMMARY**

|  |  |
| --- | --- |
| * Operational System Management * Program Management * Standards / Procedures Compliant * Proficient in Microsoft Office / Excel Suite * OSHA Certified | * Procurement * Quality Control / Assurance * Training & Leadership * Relationship Building * DOD Secret Security Clearance |

**PROFESSIONAL EXPERIENCE**

**United States Army National Guard** (Traditional) 1/2014- Current

Medical Logistics Officer Annville, Pennsylvania

*Scope of duties:* Conduct monthly inventory management to include procurement, price cost and process analysis. Utilize logistics software to meet company needs with medical and transportation readiness. Provide logistics support for 400+ personnel by coordinating supply and reorder of medical supply with headquarters distribution center.

**TJX Company** 10/2013- 10/2014

Logistics Coordinator San Antonio, Texas

*Scope of duties:* Supervised 15+ employees to ensure movement of daily shipments met the needs of the company. Oversaw processing of 32 departments of merchandise. Conducted daily meetings to gain the buy-in of staff. Held informal and formal counseling sessions with underperforming employees. Worked in fast paced environment where inventory percentages changed dramatically day to day.

**United States Army National Guard** (Traditional) 5/2011- 1/2014

Medical Administration Officer Springfield, Massachusetts & Annville, Pennsylvania

*Scope of duties:* Regularly practiced efficiency of healthcare delivery systems and program management over a company of 200+ personnel. Submitted monthly planning logs according to government operating instructions. Briefed junior to senior leadership on status updates utilizing clear and concise public speaking skills. Oversaw and scheduled monthly physical health assessments and processing of over 500+ soldiers through patient care in a single quarter.

**EDUCATION & CERTIFICATIONS**

**Bachelor of Science, Kinesiology - Exercise Science,** 5/2013

University of Massachusetts Amherst

**Professional Certification:**

* Defense Acquisition
* Procurement Analysis
* Selective Stockage

**Professional Development Courses:** Medical Logistics and Health Administration

Army Medical Department Center and School, San Antonio, TX

|  |  |
| --- | --- |
| * Property Loss | * Advanced Medical Logistics |
| * Healthcare Administration | * Procurement Analysis |
|  |  |

**SUPERVISOR COMMENT**: “2LT Smith is a talented officer capable of making significant contributions to the Army Medical Department and the Medical Logistics Community.” *Captain Frank Liles, US Army*