**Cordarro Gregory**

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(252) 347-1526 | [gregorycordarro@gmail.com](mailto:gregorycordarro@gmail.com)

SUMMARY OF QUALIFICATIONS:

Goal-oriented logistics and supply chain and operations professional offering more than eight years of end-to-end supply chain and program operations management experience. With extensive experience in various supply chain management, warehousing and material handling techniques. Ability to manage vendor relationships to promote increased business efficiency.

* Possesses Active Secret Clearance, United States Army
* Research & Analysis
* Excellent oral/written communication and leadership management skills
* Operation Management
* Supply Chain Management
* Project Planning

EMPLOYMENT EXPERIENCE:

**Facilities, Logistics & Fleet Administrator**  05/ 2013 – Present

A WIRELESS CORPORATE OFFICE Greenville, NC

* Coordinate with the legal team to interpret leases, review lease abstracts, amendments, and other administrative documents.
* Maintain appropriate inventory levels, phone security, marketing displays for 750 stores nationwide.
* Negotiate all service contracts for the facilities ensuring that contract specifications are aligned with organizational
* Goals.
* Constantly evaluating current procedures and making adjustments to improve efficiency of planning and scheduling of projects.
* Manage stock ordering, invoice checking, budget monitoring and keeping records of all facility equipment and tools associated with the facility.
* Responsible for maintaining vendor relationships and mature those relationships for better performance.
* Lead and manage projects of varying scope through entire project lifecycle.
* Analyzes inventory levels, production speed and product demand to determine reorder levels which will ensure product availability and minimize inventory costs.

**Materials Manager** 12/ 2012 – 04/ 2013

CHENEGA LOGISTICS “Defense Contract” Kandahar, Afghanistan

* Primarily responsible for all material, production, planning and delivery of finished goods for the entire fiber optics project in Kandahar, Afghanistan.
* Provided quotes and authorizations for all air, ocean, and domestic shipments.
* Coordinated transportation of shipments from domestic and international vendors to fulfillment.
* Developed detailed weekly and monthly freight expense reports.
* Planned, organized, directed, controlled, and evaluated departments responsible for coordinating, arranging, and monitoring the transportation and movement of goods.

**Property Accountability Administrator** 09/ 2012 – 12/ 2013

AECOM/GSS “Defense Contract” Bargram, Afghanistan

* Planned, organized, and managed supply and services functions to include command equipment/property readiness/accountability management.
* Formulated and implemented command supply operating procedures and policies necessary to support units.
* Ensured unit responsibilities for receipting and accounting of equipment and supplies were met.
* Developed and managed the state logistics contingency stock plans.
* Administered the command equipment loan program. Served as the focal point for approval of the loan of command equipment within the state range.
* Directed the loan of equipment between units within the command in coordination with the request/directs loans of equipment to and from entities outside of the command/state, preparing inter-service support agreements and memorandums of agreement as appropriate.

**Logistics Supervisor** 01/ 2011 –0 8/ 2011

UNITED STATES ARMY Fort Hood, TX

* Coordinated with several defense entities to organize in-theater logistics during 36-month deployment to South Korea.
* Managed all supply files and contract for all incoming shipments.
* Performed data entry (registration, pre-registrations, supply registrations, and the drop/add process.
* Adopted best industrial practices to identify new and unique strategies to differentiate customer from marketplace and drive customer satisfaction.
* Performed any task required to support customer requirements and company goals.
* Performed data entry, operated, and/or supervised the operation of all office equipment including word processors, various printers, and copiers.

**Logistics Supervisor** 08/ 2007 – 12/ 2010

UNITED STATES ARMY Yongsan, South Korea

* Directed the storage and distribution of products for 20,000 soldiers and family members.
* Coordinated with several defense entities to organize in-theater logistics during 36-month deployment to South Korea.
* Ensures customer invoices are prepared accurately and sent in a timely manner. Recorded, reconciled, and maintained accounts for credit card purchases.
* Ensure that stock inventory is maintained and correct auditing procedures are followed, and train staff in the use of the paperless warehouse management system.
* Implemented logistics support plan to manage advanced shipment of hazardous goods to area of responsibility.

**PROFESSIONAL TRAINING AND CERTIFICATIONS:**

* Continuing Education Bachelors in Business Administration North Carolina Wesleyan College Expected Aug, 2017.
* Associate of Applied Science, Business Administration Pitt Community College May, 2016.
* Career Readiness Certificate Pitt Community College November, 2015.
* Advanced Logistics Course, U.S. Army, Fort Sam Houston, Texas, 2007.