

Michael Steven Jandres

301-300-7208 | Msjandr503@gmail.com

SUMMARY

Over 10 years of Logistic and Management Support experience, with 5 years of Analytical and Administrative experience. Proficient in Microsoft (MS) Word, Excel, Access, PowerPoint, Publisher, and Outlook, in addition to other marketing, supply-chain and data analytics tools. Knowledge on Power BI. 5 Years in Navy ERP and SAP.

Active Secret Clearance

PROFESSIONAL EXPERIENCE

Senior Supply Analyst | Strategic Technology Institute, Inc. (Government Contractor) | 11/2023 – Present

As a Supply Chain Specialist collected, managed, and analyzed data in support of meeting Navy's (NAVSEA) Supply Chain Logistics mission. Provide a wide range of analytical methods to increase operational efficiencies.

- Administrator of the Shop Store Program inventory and online presence as it serves the Carderock population by addressing suggestions from end users, uploading new product information, images and maintaining product availability, while also establishing contact with existing and new vendors for potential Open-Source procurements.
- Processes orders that include federally approved distributors via GSA mandatory source suppliers, while also filling out and submitting purchase requisitions for product procurement approvals utilizing the military's MILSTRIP system.
- Lead Contractor for the Code/Department for which I provide support in the use of the Naval Enterprise Resource Planning (ERP) system and a specially designed Microsoft Excel spreadsheet report to update and replenish low levels, induction, quantities, discrepancies, and the tracking for estimated delivery times of inventory.
- Trained in Navy ERP to Reduce the cost and level of effort of conducting an audit and improve total asset visibility, increasing repairs and decreasing replacements.
- Used ERP to manage Sponsor Owned Material (SOM) and OM&S
- Captures and tracks Operating Material and Supply (OM&S.) Maintain and provide guidance on Pre-Expended Bins (PEB) for OM&S Work-In-Process (OM&S WIP.)
- Provide assets and inventory movement metrics with the use of (MS) Excel collecting and exporting data from Navy Enterprise Resource Planning (EPR) system.
- Captures supplier data for materials acquired and/or utilized by NAVSEA for uploading into an information program, Product Data Reporting and Evaluation Program (PDREP)
- Maintain weekly Material Inspection Record (MIR) and Supply Discrepancy Report (SDR) input using (PDREP.)
- Coordinates shipping arrangements, documenting that the proper customs, procedures, and standards are adhered to.
- Maintains active and accurate accounting of all TO equipment and supplies through a computerized file and accounting system.
- Creates multiple reports to include analysis as requested from the clients.

Supply Chain Specialist | Professional Analysis, Inc (Government Contractor) | 06/2019 – 11/2023

As a Supply Chain Specialist collected, managed, and analyzed data in support of meeting Navy's (NAVSEA) Supply Chain Logistics mission. Provide a wide range of analytical methods to increase operational efficiencies.

- Administrator of the Shop Store Program inventory and online presence as it serves the Carderock population by addressing suggestions from end users, uploading new product information, images and maintaining product availability, while also establishing contact with existing and new vendors for potential Open-Source procurements.
- Processes orders that include federally approved distributors via GSA mandatory source suppliers, while also filling out and submitting purchase requisitions for product procurement approvals utilizing the military's MILSTRIP system.
- Lead Contractor for the Code/Department for which I provide support in the use of the Naval Enterprise Resource Planning (ERP) system and a specially designed Microsoft Excel spreadsheet report to update and replenish low levels, induction, quantities, discrepancies, and the tracking for estimated delivery times of inventory.
- Trained in Navy ERP to Reduce the cost and level of effort of conducting an audit and improve total asset visibility, increasing repairs and decreasing replacements.
- Used ERP to manage Sponsor Owned Material (SOM) and OM&S
- Captures and tracks Operating Material and Supply (OM&S.) Maintain and provide guidance on Pre-Expended Bins (PEB) for OM&S Work-In-Process (OM&S WIP.)
- Provide assets and inventory movement metrics with the use of (MS) Excel collecting and exporting data from Navy Enterprise Resource Planning (EPR) system.
- Captures supplier data for materials acquired and/or utilized by NAVSEA for uploading into an information program, Product Data Reporting and Evaluation Program (PDREP)
- Maintain weekly Material Inspection Record (MIR) and Supply Discrepancy Report (SDR) input using (PDREP.)
- Coordinates shipping arrangements, documenting that the proper customs, procedures, and standards are adhered to.
- Maintains active and accurate accounting of all TO equipment and supplies through a computerized file and accounting system.
- Creates multiple reports to include analysis as requested from the clients.

Supply Specialist | Army National Guard | Laurel, MD | 03/2015 – 03/2021 | (Discharged: Honorable)

Hours per week: 2 days a month but may vary on drill schedule.

- Supply specialist; responsible for supervising or performing tasks involving the general upkeep and maintenance of all Army supplies and equipment, along with participating in support and combat military operations.
- Responsible for \$500,000 worth of property in the company's arms room, cash handling, and

storage rooms

- Secure and control weapons, and ammunition in secure areas
- Vet documents (e.g., DA Form 2062 and DD Form 626) and reports from purchases made through the simplified acquisition procedure (SAP) or the global combat support system (GCSS Army)
- Assist in the establishment of CBRN defense measures.
- Operate and maintain CBRN detection and decontamination equipment.

Administrative Assistant | Powertek Corporation | Rockville, MD | June 2018 - June 2019

- Maintain reports and interpret regulations in developing strategies to meet acquisition requirements. Additionally, performed administrative duties.
- Manage phone calls when quality control needs assistance.
- Facilitated appropriate occupant depending on conflict.
- Purchase Orders to all contract sites
- Entered claims into Maximo System, filing and making copies as needed.
- Composed letters and other office memos as required.
- Reconcile Amex and Visa statements for President, EVP, and COO and submit to finance.
- Updating CPARs with new data coming in.
- Attached work from job. Friday's go to NIST for assistance in Computer Operation.
- Provide service to clients in person and via phone requests.
- Directs phone calls to appropriate personnel and ability to make decisions and send Service Now tickets to the Help Desk as required.
- Updates Status Phone on by hourly basis, or as needed to reflect environmental changes.
- Constantly monitors key equipment to ensure integrity of service for clients worldwide.
- Prepares and manages offsite Disaster/Recovery tapes using barcode scanners and prepares all associated documentation.
- Keeps up with hardware and software changes and changes with procedures within the CCF.
- Conducts backups using multiple media.
- Provide Weekly Reports as needed and edit reports from other staff members to send to NIST managers.
- Documents and records daily activity with Temperature graphs, UPS Battery charts, PDU usage, etc.

Help Desk Support | Integral Consulting Services, Inc. | Rockville, MD | January 2018 – April 2018

- Help ensure the office ran smoothly and efficiently by assisting insurance agents to meet their quotas, maintained client personal files, and providing excellent customer service. Additionally, provide weekly and monthly reports of numbers gained and loss.
- Respond to telephone and electronic requests for support as part of the Application Desk operation; typical issues include password resets, questions on the applications functionality,

basic user training, role based access and processing and/or completing access requests

- Excellent written and communication skills in order to effectively respond to and answer customer inquiries both via phone and/or e-mail correspondence
- Enter, monitor, and update help desk tickets in the call tracking system to track progress and resolution of customer issues.

Support Manager Walmart Supercenter | Germantown, MD | June 2012 – December 2017

- Help ensure the department and store ran smoothly and efficiently by managing employees to complete their assignments, maintained client personal files, and providing excellent customer service. Additionally, provide weekly and monthly reports of numbers gained and loss.
- Have the correct counting to the inventory and make sure to reduce shrink. Shrink is the merchandise that is miscounted, stolen and/or damaged.
- Manage up to 25 associate and monitor their work ethic. Make sure that all the merchandise is taken out from the trailers in a good time.
- Have good communication skills to help and provide the best customer service to make the all the customers have a good experience.
- Make sure that all the merchandise from the trailer gets stocked to fill the shelves so the customers can get what they are looking for and to make it easy for their shopping.
- Big organizer for big events like Black Friday.

CERTIFICATIONS AND TRAINING

- Systems Applications Products (SAP)
- Health and Safety (OSHA) Training
- Enterprise Resource Planning (ERP) Knowledge
- Global Combat Support System- Army Knowledge
- Technical Transportation of Hazardous Materials
- LEAN Six Sigma Yellow Belt Certificate
- Business Management Essentials Certificate
- Enterprise Design Thinking Badge, IBM
- Excel Power BI
- Coding boot camp from university of Minnesota. End date March 2024

ADDITIONAL SKILLS AND EXPERIENCE

- Customer Service Experience – 5 Years
- Proficient in MS Office and Data Analytics
- Tools, including Excel (10 years)
- Strong Interpersonal Skills
- Fluent Spanish Speaker, Writer, Reader
- Human Resources Experience (5 years)
- Forklift (5 years)