

Layla Carter
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RANK: SGT/E-5 NON- COMMISSIONED OFFICER IN CHARGE BRIGADE MAIL ROOM

Summary

Motivated logistics specialist, successful at managing inventory control, customer service and transportation logistics.

Excellent problem solving and interpersonal skills.

Managed
and
accounted
for
over
\$100
million
of
military
munitions
with
zero
errors.

Monthly inventories of multiple warehouses.

Reconciled daily issue and turn-in paperwork of customer units.

Consistently
recognized
for
excellence
in
that
field.

Successfully opened, developed and maintained a consolidated mail facility, servicing more than 5,000 soldiers.

With no prior experience was able to quickly learn and comply with all military, and federal regulations and handled certified, registered and insured mail with 100% accuracy.

KEY

QUALIFICATIONS:

• Current Secret
Clearance
• Stock

Control
• Management
• Conflict
Resolution
• Logistics
• Leadership

Highlights

Inventory tracking
Clear and concise communication
Flexible with availability
Highly adaptable to a variety of situations and personalities
Constant desire to learn.
Strive to be the subject matter expert
Gaining Customer trust
Positive, upbeat attitude

Accomplishments

As the Non-Commissioned Officer in Charge of day to day operations for the 4th Combat Aviation Brigade Mail Room, was directly responsible for ensuring it's perfect 100% pick up record from September, 5 2012 - April, 17 2015. Tracked and verified by the Official Mail and Distribution Center, for the Fort Carson Post Office
Received 4 consecutive commendable ratings for attention to detail, and outstanding performance, during the Army 4th Division Postal

Inspections

Selected by the 4th Infantry Division G1 for
Best
Mail Room
on the Installation,
Fort
Carson,
for
the
first
quarter
of
FY
13

Chosen by leadership, to compete at the promotion board, was awarded promotable status and sent to the Basic Leaders Course.

Earned
the trust and confidence of senior leadership and, put in charge of a team of my peers, in their absence, on several occasions,

to turn in live

and expended rounds

Work Experience

Rank: SGT/E-5 Non- Commissioned Officer in Charge Brigade Mail Room

June 2012

to

May 2015

Company Name

City

,

State

Management:

• Opened,

developed,

and

managed

a

consolidated

mail

room

for

5,000

soldiers.

Certified

by

the

USPS

and

handled

over

300,000

pieces

of

mail,

as

well

as,

10,000

pieces

of

Certified

and

Registered

mail

with

zero

loss.

Trained 6 soldiers to perform as a cohesive team while accomplishing daily activities of the

brigade mail room.

Rank: SPC/E-4 (P) - Ammunition Specialist

June 2011

to

June 2012

Company Name

City

,

State

Developed load plans based on training requirements and federal regulations regarding the

transport of hazardous materials

Trained and guided several junior soldiers in the operation of material handling equipment

and it's use in safe handling and transportation of

aviation ammunition

Rank: SPC/E-4(P) Promotable

Ammunition Specialist

November 2009

to

June 2011

Company Name

City

,

State

Supported all basic training and advanced individual training, weapons ranges

Ensured all training was able to be conducted as scheduled by consistently making all

deliveries on time with 100% accuracy

Assisted in the drawing, delivery, and turn-in of over 14 million rounds of ammunition,

valued at over 30 million dollars.

Rank: SPC/E-4

Ammunition Stock Control and Accounting Specialist

May 2007

to

November 2009

Company Name

City

,

State

Stock

Control:

Â· Inventoried,

issued,

transported,

and

managed

over

\$100

million

of

military

munitions

with

zero

loss.Stock

Control:

Â· Inventoried,

issued,

transported,

and

managed

over

\$100

million

of

military

munitions

with

zero

loss.

Instructed

and

trained

5

personnel

on

the

Standard

Army

Ammunition

System-Modular

(SAAS-MOD).

Communication:

Â· Communicated

effectively

with

civilian

contractors,

and

Republic

of

Korea

officers

and

soldiers

in

a

successful

effort

to

ship

100

containers

of

ammunition

back

to

the

United

States.

Residential/ Commercial Painter

June 2000

to

May 2007

Company Name

City

,

State

Maintained professional, appearance and attitude, to develop client confidence.

Consistently developed ideas to maximize output and accuracy.

Accomplished tasks to standard, often ahead of time on both; jobs working alone and jobs working as a team member.

Education

Associate of Science

:

Pre-Engineering

Pikes Peak Community College 2016-2018

City

,

State

- Enrolled in Fall 2016 Semester to begin work on an Pre-Engineering A.S Degree.

- I then hope to transfer to Colorado School of Mines to obtain a B.S Degree in Engineering.

Skills

Dedication to customer service, often remaining flexible with availability to accommodate as many customers as possible

Proven competency in learning all aspects of state and federal regulations, and ensuring 100% compliance from those I work with

Accepts challenges with no hesitation; never retreated from opportunities of greater responsibility

Exceptional ability to recognize potential problems and work to resolve them quickly and discreetly.

Affirming the customers confidence.