

HEATHER COX

1234 Any Street, Sterling, VA 20164 ■ Cell: (123) 456-7890 ■ hcox@email.com

LOGISTICS SUPPORT SPECIALIST

Analytical Logistics Support Specialist with over seven years of experience and expertise in providing Integrated Logistics Support (ILS) and Diminishing Manufacturing Sources and Material Shortages (DMSMS) supporting various Department of Defense agencies. Proven record of performing government procurement research and data collection. Ability to utilize transportation and logistics software systems to track government furnished equipment worldwide.

Core Competencies include:

- Logistics Management
- Supply Chain Management
- Research & Analysis
- Purchasing Procurement / Acquisitions
- Configuration Management
- Military Transportation Operations
- Problem Resolution
- Organizational Skills

CLEARANCE AND CERTIFICATION

CURRENT SECRET CLEARANCE PR Date: July 2012

Defense Acquisition Workforce Improvement Act (DAWIA) Certification – Life Cycle Logistics Level III

PROFESSIONAL EXPERIENCE

MACAULAY-BROWN, INC., Manassas, VA

2013 – Present

Logistician

- Conduct integrated logistics support and administer DMSMS management program valued at \$17B for five U.S. Navy ship installation teams.
- Perform life-cycle procurement research and analysis to recommend cost-effective solutions.
- Identify material and logistics requirements to create purchasing requisitions for customers; prioritize and schedule work order requests, route orders to personnel, and monitor job status.
- Maintain documentation development timelines, prepare shipping documents, create ILS Certifications, and generate reports on a weekly basis.
- Support warehouse shipping and receiving efforts, including organizing and moving inventory, unloading shipments, and matching purchase orders to invoices.

UNITED STATES ARMY, Fort Bragg, NC and Fort Stewart, GA

2008 – 2013

Logistics Team Leader, Installation Transportation Office (2011 – 2013)

- Hand-selected to manage Command Supply Discipline Program (CSDP) for 600+ personnel, ensuring accurate planning of military transportation requirements.
- Trained 12 logistics planners on cargo and equipment transportation operations procedures.
- Implemented Financial Liability Investigation of Property Loss (FLIPL) procedures across five divisions; monitored all FLIPL investigations, ensuring proper guidelines adhered.
- Instrumental in division earning excellent rating during annual CSDP evaluation.



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Logistics Planner, 3rd Infantry Unit (2008 – 2010)

- Coordinated with several defense entities to organize in-theater logistics during 12-month deployment to Iraq.
- Implemented logistics support plan to manage advanced shipment of hazardous goods to area of responsibility.
- Organized equipment nomenclature and Allowance Parts Lists data; conducted analysis to identify necessary allowances support required for operational availability.
- Issued Temporary Hand Receipts (DA Form 3161) and provided up-to-date tracking shipment movement.
- Planned and executed logistical support during 22 training events.

EDUCATION

DEVRY UNIVERSITY

Bachelor of Science in Technical Management

TECHNICAL SKILLS

MS Office Suite (Word, Excel, PowerPoint), Technical Data Management Information System (TDMIS), Interactive Computer Aided Provisioning (ICAPS), Configuration Data Managers Database-Open Architecture (CDMD-OA), Technical Data Management Information System (TDMIS), Joint Electronics Type Designation Automated System (JETDAS), Global Transportation Network (GTN), GTN21, GATES, and IRRIS.