

Military to Civilian Transition

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SUMMARY

Transitioning Army logistics noncommissioned officer with eight years leading teams, managing multimillion-dollar equipment, and coordinating complex operations, now translating that record into supply-chain and operations roles.

EXPERIENCE

Logistics Supervisor (Supply Sergeant), United States Army

2019 – 2025

City, ST

- Supervised a team of 12 and accounted for \$4.2M in equipment across four years with zero losses on audit.
- Directed warehouse and distribution operations, processing 2,000-plus inventory transactions monthly with 99.8% accuracy.
- Coordinated transportation and supply for operations involving 300-plus personnel, keeping units mission-ready.
- Trained and mentored 25 junior team members, with several earning promotions under my supervision.
- Managed maintenance scheduling for a vehicle fleet, sustaining a 95% operational-readiness rate.
- Reduced supply-request turnaround by 30% after redesigning the inventory tracking process.
- Held a Secret clearance and maintained strict accountability and safety standards throughout.

Logistics Specialist, United States Army

2017 – 2019

City, ST

- Tracked and issued supplies for a 60-person unit, maintaining accurate digital and paper records.
- Conducted monthly inventory audits, identifying and correcting discrepancies before formal review.
- Operated logistics-management software to forecast and order recurring supplies on schedule.
- Coordinated with vendors and other units to fulfill urgent equipment requests under deadline.
- Earned recognition for dependability and attention to detail during a major field exercise.
- Cross-trained in two additional duty areas, increasing the team's flexibility during shortages.

EDUCATION

Associate of Science in Logistics and Supply Chain Management, Completed while serving; coursework in inventory control and operations management.

Community College — City, ST

CERTIFICATIONS & LICENSES

CompTIA Security+ · OSHA 30-Hour General Industry · Forklift Operator Certification

SKILLS

Team leadership · Supply chain operations · Inventory management · Logistics coordination · Asset accountability · Process improvement · Training and mentoring · Fleet and maintenance scheduling · Logistics software · Attention to detail · Operations planning · Security clearance