

PROFESSIONAL SUMMARY:

A dedicated and experienced logistics supervisor and intern with a proven ability to produce exceptional results. Exceptional leader who proficiently worked autonomously and as a member of a team.

Key skills include:

- Planning and purchasing
- Leadership experience
- Property management
- Adaptation to change
- Communication skills
- Microsoft Office skills

EXPERIENCE:

Procurement Agent Intern, The Boeing Company, Summer 2020

- Successfully completed 30+ Boeing required trainings.
- Worked independently via telecommuting with little oversight, providing time-critical status updates on special projects, analyzing acumens and drawing key insights from data while monitoring existing metrics and even proposing new metrics for future demands.
- Learned the importance of EAR/ITAR activities, contract awards, IVC activity, contract enforcement and commodity import/export logistics
- Entrusted with gathering, analyzing, and documenting customer requirements; controlling multiple business processes from proposal requests based on proprietary sourcing data; and providing Boeing with overall Best Value Analysis of the aviation industry's most qualified vendors' pricing and lead times.
- Worked with several different supply chain softwares that collaborate cross functions to foster the relationships between Boeing and the vendors while influencing competitions from multiple qualified vendors on new business initiatives.
- Proficiently negotiated pricing and contract terms and conditions while preparing and executing contractual documents and binding agreements with Boeing.

Logistics Supervisor, U.S. Army, 2016- 2019

- Proficiently managed subordinates to protect property valued over one million dollars that results in zero inspection failures or property loss.
- Mastered two different SAP based logistics programs, and directed subordinates and peers to enforce policy that protected the integrity of the programs.
- Supervised subordinates in daily operations, that resulted in several promotions.
- Organized, maintained, retrieved and reviewed 75 automated personnel records including pay documents.
- Prepared budgets and purchasing plans for an organization of 150 personnel with 98% accuracy.
- Expertly directed and trained subordinates and peers on supply procedures and policies that resulted in 100% accountability and zero sanctions.

EDUCATION:

- Pursuing a Bachelor of Business Administration with a concentration in Supply Chain Management, Tennessee State University, Nashville, Tennessee. (current GPA: 3.2) (May 2021)

- Associates Degree in Arts, Hopkinsville Community College, Hopkinsville, Kentucky. (2018)
- US Army, Logistics and Supply Specialist Training, 80 hours.