
General Supply Specialist Resume

Job Objective

Seeking position that utilizes my training as an accomplished General Supply Specialist.

Highlights of Qualifications:

- Huge knowledge of management principles
 - Deep knowledge of composition required to correspond with customer agencies
 - Familiarity with field of Supply Chain Management
 - Ability to perform coordination and negotiation of logistics support requirements
 - Outstanding ability to communicate orally and in writing
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Professional Experience:

General Supply Specialist

U.S. Army Joint Munitions Command, Washington, PA

May 2006 – Present

- Aided ammunition management and logistics data management.
- Managed significant changes in expenditure.
- Coordinated with groups of users.
- Handled duties in inventory management arena.
- Imparted technical guidance about ammunition supply.

General Supply Specialist

General Services Administration, Washington, PA

March 2003 – April 2006

- Coordinated with Supply Technician.
 - Managed items ordered by Military and Civilian customer agencies.
 - Established group, class, control data and unit of issue.
 - Outlined high priority requisition purchase orders.
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Education:

Bachelor's Degree in Business Administration

Morehouse College, Atlanta, GA

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