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## Logistics Officer Resume

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### Job Objective

In search of a position as a Logistics Officer with an established facility looking for quality minded employees who can help enhance the organization and contribute to its growth.

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### Summary of Qualifications:

- Outstanding experience in administrating logistics operations
  - In-depth knowledge of logistics regulations, procedures, policies, and unique authorities
  - Strong knowledge of inventory control, accountability, and warehousing
  - Familiarity with logistics databases and applications
  - Proficient in MS Office Suite
  - Skilled in planning, organizing and management of resources
  - Excellent analytical, organizational, oral and written communication skills
  - Ability to work alone and on a team in a cooperative, problem solving capacity
  - Great ability to prioritize and perform various tasks
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### Work Experience:

Logistics Officer, August 2005 – Present  
SAIC, Marquette, MI

- Prepared contracts and purchase orders.
- Prepared invoices for payment.
- Entered and maintained purchase orders for sub-awards in consultation with the Contracts department.
- Prepared documents required for export.
- Established and maintained professional working relationships with vendors.
- Conducted product and source of supply research.
- Assisted with maintenance of purchase database system.

Logistics Officer, May 2000 – July 2005  
CIA, Marquette, MI

- Coordinated with field offices to identify procurement requirements.
  - Prepared bid evaluation forms for field and donor review.
  - Provided regular status reports to field offices.
  - Prepared purchase orders and contracts.
  - Ensured that health products meet appropriate quality standards.
  - Tracked movement of shipments from supplier to destination.
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### Education:

Bachelor's Degree in Business Management, Golden Gate University, San Francisco, CA

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