

---

# PROPERTY DISPOSAL SPECIALIST RESUME

---

## Summary:

---

A motivated and organized Property Disposal Specialist with proven years of experience in property disposal, excellent time management skills; excellent communication skills both in oral and in writing; distinguished as a resource person; a good team player and possess an exemplary leadership skills

---

## Professional Experience:

---

Property Disposal Specialist January 2007 – present  
SRI International, Albany, NY

---

## Responsibilities:

---

- Rendered logistics support to Federal agencies, foreign government and international organizations.
- Distributed the Reutilization Program.
- Supported the Department of Defense and other Federal agencies for reutilization program.
- Ensured the requirements are met by coordinating with generators and utilization screeners.
- Affirmed eligibility, authority, and approval before the release of property.
- Facilitated on and off-site seminars, training and orientations to the Defense Utilization Programs.

Associate Property Disposal Specialist May 2004– January 2007  
The Venetian, Las Vegas, NV

---

## Responsibilities:

---

- Executed analysis of utilization program.
- Proposed innovative uses of excessive and surplus property.
- Held non-routine property processing decisions for property items.
- Managed unique and one time arrangements and alliances with individuals with specific needs.
- Corroborated compliance with all disposal requirements for customers or service providers.

Property Disposal Technician February 1999 – May 2004  
Defense Logistics Agency, Norfolk, VA

---

## Responsibilities:

---

- Rendered logistics support to Federal agencies, foreign government and international organizations.
- Distributed the Reutilization Program.
- Supported the Department of Defense and other Federal agencies for reutilization program.
- Ensured the requirements are met by coordinating with generators and utilization screeners.
- Affirmed eligibility, authority, and approval before the release of property.
- Facilitated on and off-site seminars, training and orientations to the Defense Utilization Programs.

Associate Property Disposal Specialist May 2004– January 2007  
The Venetian, Las Vegas, NV

---

## Education:

---

Masters Degree in Finance, Stanford University, 1999  
Bachelor of Science in Business Administration, Stanford University, 1994

---

## Skills:

---

- Driven and Determined
  - Good communication skills, both written and verbal
  - A creative approach to new campaigns
  - Good negotiating and interpersonal skills
  - Strong organizational skills
  - A high standard of computer literacy
- 

## Awards and Honors:

---

Dean's Lister, Stanford University, 1994

---

