
Unit Supply Specialist Resume

Job Objective

Seeking position as an Unit Supply Specialist in which my abilities as a specialist can be utilized to the fullest.

Highlights of Qualifications:

- Profound knowledge of stock control and accounting procedures
 - Extensive knowledge of procedures for shipping, receiving, storing and issuing stock
 - In-depth knowledge of procedures for handling medical and food supplies
 - Proficient in mathematics, bookkeeping, accounting, business administration and typing
 - Sound knowledge of operating forklifts and other warehouse equipment
 - Ability to keep accurate records
 - Ability to understand and follow detailed oral and written instructions
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Professional Experience:

Unit Supply Specialist
US ARMY, Westfield, NJ
May 2006 – Present

- Handled unit level computers.
- Developed all unit and organizational supply papers.
- Conducted and lead inventory management, storage and maintenance.
- Maintained a record of accounts for medical provisions and equipment.

Unit Supply Specialist
ManTech Int'l Corp., Westfield, NJ
March 2003 – April 2006

- Chose the appropriate stock for issue.
 - Maintained records of incoming and outgoing stock.
 - Analyzed changes to unit material condition status report.
 - Prepared maintenance program.
 - Developed and organized subsistence supply activity.
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Education:

Bachelor's Degree in Business Administration
Grand View University, Des Moines, IA

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