
Supply Officer Resume

Job Objective

Seeking organization with the potential to expand and grow in which my Supply Officer skills can be utilized to their fullest.

Highlights of Qualifications:

- Strong accomplished experience in managing services logistics support operations
 - Ability to plan and support international commercial operations
 - Proficient in MS Office suite
 - Strong interpersonal and communication skills
 - Amazing ability to establish priorities and to plan, coordinate and monitor work plans
 - Outstanding ability to operate databases, project management software
 - Remarkable ability to operate independently in an austere environment for protracted periods
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Professional Experience:

Supply Officer
Logcluster, Fair Oaks, CA
August 2005 – Present

- Provided technical advice on procurement specifications and supply administration.
- Conducted market research, identified and recommended potential local suppliers.
- Maintained commodity files and evaluated local supply sources' overall performance.
- Assessed supply administration and control mechanisms, and advised on appropriate actions.
- Supervised the Supply Section staff, in preparation and for implementation of the section's work plan.
- Reviewed and supervised the preparation of appropriate documentations.

Supply Officer
Logistics Support Division, Fair Oaks, CA
May 2000 – July 2005

- Designed, developed and updated relevant software for tracking, reconciliation, and costing purposes.
 - Initiated actions leading to procurement, maintenance and disposal of items.
 - Established and reviewed mission requirements.
 - Maintained accurate allocation and control of all equipment and stores received.
 - Managed field supply delivery operations.
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Education:

Bachelor's Degree in Logistics
East Tennessee State University, Johnson City, TN

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