

SUSAN E. SMITH

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*"Provides unequivocal commitment and dedication to the mission. Always uses sound judgment.
Accepts nothing less than total success."*

-- STANLEY W. SURREYMAN, US Army Reserve

LOGISTICS AND INVENTORY MANAGEMENT

– Materials Management
– Maintenance / Repair
– Inventory Control
– Technical Guidance
– Team Leadership
– Procedures Review
– Safety Training and Improvement

- **Seasoned inventory and logistics manager with 15 years of experience** leading the procurement, handling, maintenance, and control of military supplies valued at up to \$2M, including petroleum, small arms, and other hazardous and non-hazardous materials.
- **Extensive supervisory experience with a recognized ability to direct** project and relocation teams and provide expert technical assistance for records management and logistics issues.
- **Proven, effective communicator with peers, superiors, and subordinates**, with demonstrated capacity to quickly learn and efficiently deploy programs, policies, and procedures in successful support of overall equipment and logistics handling goals and objectives.

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

LOGISTICS AND INVENTORY MANAGER

02/2001 to Present

US Army Reserve, 999th Transportation Company, Fort Anywhere, IL

Direct all aspects of logistics, maintenance, inventory handling, and control of up to \$2M of equipment and materials using automated property and accounting systems. Provide and coordinate technical support and guidance to subordinate teams. Subject matter expert providing advice and assistance on all logistics and inventory issues with senior management.

Highlighted Duties:

- Maintained 100% control over \$2M in equipment and property accountability and availability.
- Enforced all safety regulations and requirements focused on risk reduction and mitigation of accidents and injuries, resulting in a zero percent accident rate.
- Provided resource referrals and services to reservists and families as Family Support Group Leader, directing activities of five volunteers and achieving favorable rating from regional management.
- Managed and updated policies and procedures for logistics and inventory systems and controls.

Accomplishments:

- Directed all aspects of large relocation effort for equipment and materials to new location in compressed time frame, coordinating disposal of obsolete equipment and hazardous materials and reducing transportation costs by 25% through strong vendor negotiations utilizing alternative methods and tight project coordination.
- Developed alternate logistics support methodology in providing six training missions for remote staff, allowing full participation while reducing transportation expenses from \$48K to \$5K.

(CONTINUED)

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS (CONTINUED)

LOGISTICS AND INVENTORY MANAGER

09/1997 to 01/2001

US Army Reserve, 115th Transportation Battalion, Bordertown, MD

Administered control over logistics, maintenance, and inventory of up to \$1M of supplies and materials using automated and manual systems for accounting functions and property management. Researched and determined methods for proper disposal of damaged and destroyed goods. Advised and assisted on all logistics, property, and inventory issues in collaboration with peers and senior management.

Highlighted Duties:

- Planned and executed 95% of company's annual training and weapons qualifications.
- Developed, installed, and enforced accountability and process controls for logistics, equipment, and supply management.
- Exercised control over access to and serviceability of all materials and supplies under supervision, ensuring procedures for proper maintenance and disposition.

Accomplishments:

- Nominated for and actively participated in service-wide Soldier of the Year - Army, Guard, Reserve (AGR) competition after winning award locally for the 115th and 116th Transportation Battalions.
- Directed and enforced all safety regulations and requirements focused on risk reduction and mitigation of accidents and injuries, resulting in a zero percent accident rate.

Early Career Experience:

Automated Logistical Specialist, United States Army Reserve (1994 - 1995)

Chemical Operations Specialist, United States Army, AGR (1987-1992)

PROFESSIONAL DEVELOPMENT

United States Army Training and Certifications:

Chemical Operation Specialist Course ▪ Crane Operator Course ▪ Cargo Specialist Course
Army Training Requirements and Resource System (ATRRS) Basic Operator Course
Basic Non-Commissioned Officer Course (BNCOC) Common Leader Training
Unit Supply Specialist Course

EDUCATION

STANDARD SOUTHERN UNIVERSITY, Torrey, AL

54 total credit hours, in pursuit of degree in Business Management

COMPUTER SKILLS

Software: Microsoft Word, Excel, PowerPoint, and Outlook