

SUPPLY & LOGISTICS MANAGEMENT SPECIALIST

Results-driven Supply and Logistics Specialist with over 7 years of experience supporting the U.S. Air Force and the Office of the President. Demonstrated expertise in inventory management, logistical support, contract administration, and supply chain operations. Adept at managing critical support agreements, analyzing resource requirements, and ensuring timely and accurate movement of personnel and materials. Proven ability to lead teams during emergencies and maintain compliance with federal, Air Force, and DoD regulation

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PROFESSIONAL EXPERIENCE

Logistics Management Specialist (Support Agreements/Air Force BSP)

Joint Base Andrews, MD | Jan 2023 – Present

- Provide logistics support for contingency, exercise, and emergency deployments and movements.
- Coordinate with Deployment Control Center (DCC), Installation Personnel Readiness (IPR), Cargo Deployment Function (CDF), vehicle operations, and Unit Deployment Control Centers (UDCC).
- Prepare and deliver briefings to command sections on deployment concepts, requirements, and limitations.
- Manage support agreements for the 11th Wing and coordinate agreements through all relevant channels.
- Analyze and validate manpower and resource requirements, ensuring compliance with Air Force and DoD policies.
- Prepare staff studies, cost analyses, and correspondence to inform leadership on regulatory guidelines and support options.
- Oversee physical inventory processes, manage hazardous property, and operate material handling equipment including forklifts.
- Lead emergency management response and implement safety protocols during natural disasters or security threats.

Supply Technician

Office of The President | Jan 2019 – Jan 2023

- Responded to customer inquiries regarding stock discrepancies, shipments, and adjustments.
 - Conducted physical inventories and researched discrepancies in stock record balances.
 - Purchased supplies using government credit cards and managed procurement functions.
 - Queried automated supply systems to track requisition status and ensure accurate inventory levels.
 - Managed contracts and supported facility budget and procurement processes.
 - Conducted audits and analysis of critical programs to ensure accountability and operational requirements.
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KEY SKILLS

- Inventory & Supply Chain Management
- Logistics Readiness & Deployment Support
- Support Agreement Coordination
- Regulatory Compliance (DoD, Air Force, AFDW)
- Emergency Management & Safety Protocols
- Contract & Procurement Management
- Data Analysis & Costing
- Communication & Briefing Preparation
- Automated Supply Systems
- Hazardous Material Handling