

Military to Civilian. Operations Manager. Hybrid. Army officer seeks to transition into Supply Chain Management for Government Contractors. Requirements: 10+ years supply chain management experience, 10+ years supervisory experience,² degree in Logistics, Industrial Engineering, or related discipline,³ strong relationship-building skills,⁴ and excellent communication and presentation skills; high integrity.⁵

JERRY W. THOMAS

CR 475 Box 12 * APO AE 09000

011-49 (0) 555-555555 (c) * jerryw.thomas@yahoo.com

CAREER FOCUS

SUPPLY CHAIN MANAGEMENT

TRANSPORTATION • OPERATIONS • INSTRUCTOR • FORCE PROTECTION

PROFESSIONAL AND PERSONAL VALUE OFFERED

- Current Secret Clearance
- Twenty years' professional experience as an Operations Manager with specific expertise in large-scale transportation and supply management operations.¹
- Superior technical and interpersonal communications, building strong relationships and alliances.⁴ Excellent written, verbal and presentation skills.⁵ Thoroughly enjoy challenges and creative problem resolution. Maintain high integrity.⁵
- Draft and implement policies and procedures. Manage logistical and administrative requirements for hundreds of personnel supporting thousands of customers in multiple countries—knowledge of treaties and regulations governing arms control and property book control.
- Quickly assess operations and initiate improvements in staffing, organization and procedures. Manage multiple, simultaneous and complex projects and programs.
- Assemble, motivate, train, and inspire talented working teams/staffs. Consistently produce quality.

PROFESSIONAL EMPLOYMENT AND SELECTED EXAMPLES OF QUALIFICATIONS IN ACTION

MANAGER, RANGE CONTROL & SAFETY

[dates]

U.S. Army, Deployed to Kosovo

- Manage administration, resource planning, safety coordination, and operations for a range serving complex 30 separate organizations in Europe. Create schedules and communicate with customers for scheduling requirements. Write reports and submit documentation.
- Serve as a consultant and advisor to Director on safety, operations, and specific issues.
- Formulate safety guidelines and policies and provide operational guidance. Assure that customers adhere to safety policies and procedures.
- Acted as consultant to area managers to prepare quotes, negotiate contracts, monitor shipments, and coordinate deliveries within Europe and Eastern Asia.

JERRY. W. THOMAS

011-49 (0) 555-555555 (c)

OPERATIONS MANAGER

[dates]

ACCOUNT MANAGER

[dates]

Brown and Root Contractor, Germany

- Supervised warehouse operations including receiving merchandise and delivery. Supervised 38 personnel² including five administrative staff, seven subcontractors, 23 warehouse personnel, and three contract security personnel responsible for warehousing and storage of \$33M perishable and non-perishable products. Supervised, evaluated work performance, and rated employees.
- Coordinated incoming shipments with shipping contractors (military and civilian), managed the workload, monitored manpower requirements, processed special orders and critical deliveries.
- Managed customer service, ensuring customer satisfaction. Developed an SOP to track shipments.
- Supply Center Program – Europe Account Manager: Managed new and existing requisition and supply accounts. Supervised and coordinated resources with local vendors for purchases up to \$15M.

U.S. Army (Senior Noncommissioned Officer)

[dates]

SENIOR ADMINISTRATOR

[dates]

First Infantry Division, Germany

- Managed and supervised logistical operation procedures. Oversight direction for administration and coordination of training support, safety control, and supply requirements during deployment and contingency training in a split-country operation.
- Directed logistical operations for 42 sub-divisional units including field deployments, division gunneries, and maneuver densities. Managed \$900K worth of equipment.
- Assisted the Food Service Supervisor in interpreting and implementing Army's Food Service program and provided multifunctional logistical support for operations in garrison and field. Supervised staff of 89, provided class I support to 1,200 soldiers, accounted for \$7M in equipment, and managed annual budget of \$90,000.
- Selected to provide logistical training support and foreign military training in Hungary. Coordinated logistical requirements for 4,200 personnel and trained individual delegations on logistical support from setting up a command to managing a supply channel.

OPERATIONS SUPERVISOR, Korea

[dates]

- Coordinated and directed maneuvers, supply operations, inventories, hand-receipts, special procurements and other logistical requirements for 20 sub-divisional organizations including inspections and evaluations.
- Implemented emergency, disaster, and combat feeding plans (computed supply usage factors). Developed SOPs for safety, security, and fire prevention programs.

Education, Training & Awards

B.S.,³ Business/Integrated Supply Chain & Operations Management,
University of Phoenix, Phoenix, Az

[dates]

International Merchant, Purchase Authorization Card training, [date] • Requisition and Local Procurement Management Training, [date] • Senior Advisor and Management Course, [date] (3 weeks) • Automated Management Information System, [date] • Advanced Leadership and Management Course, 6 weeks, [date]