

**John Doe**  
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**Security Clearance: XXX Security Clearance**

**ORGANITION 1, SECTION**

**Logistics Management Specialist, 0346**

**Supervisor: Harold Jefferson (708-800-900)**

**City, State**

**06/2011 – Present**

- Develop and manage acquisition logistics plans/strategies to support “ORGANIZATION”’s Worldwide mission. Demonstrate an extensive knowledge of wide range of acquisition logistics processes, DOD concepts, doctrine, policies, FAR, DFARS by serving as a Contracting Officer's Representative (COR) for a Performance Based Contract valued over \$500M in support of XXXXX Operation. Conduct focused acquisition logistics planning at the strategic level, synchronize and coordinate with higher echelons (ORG 99, ORG 100, ORG 101, ORG 102, ORG 103) in support of the “ORGANIZATION” SECTION mission and the LARGER FUNCTIONAL GROUP. Led a kick off meeting in Afghanistan in support of a contingency contract and established contract requirements to support the warfighter requirements.
- Review interagency agreements to ensure product support meets “ORGANIZATION” contingency contracts and timeline. Provide management oversight to performance based-logistics contracts, ensuring systems performance requirements are met throughout the entire logistics lifecycle. Write performance criteria/requirements. Plan/forecast resource requirements (e.g. manpower, budgets, technical data, equipment, etc) to support asset systems throughout the life cycle Managing delivery of Government Furnished Information (GFI) and Government Furnished Equipment(GFE).
- Brief and advise the command leadership as well as parallel XXXX agencies (ORG 104, ORG 105, ORG 106) and subordinates on all matters pertaining to acquisition solutions in support of contingency efforts, logistics operations, and deploying personnel. Coordinate and work with the “ORGANIZATION” SECTION functional area technical experts to ensure project milestones and system dependencies are reflected in the contractual documents and projected plan. Work on estimating costs; cost accounting categories and executed funds predicated on contractor invoices and billing/reporting statements. Review program planning documents and budgets for completeness. Responsible for developing cost analysis associated with logistics contracts and for validating logistics impacts, resources and material requirements in support of each customer.
- Acting Team Lead member of project and logistic functional IPTs, tracking and managing resolution of issues, tracking and evaluating logistic contract deliverables. Review contractual documents to ensure contractual requirements meet the strategic weapon systems programs. Serve as a liaison officer between SECTION other XXXX agencies (ORG 107, ORG 108, ORG 109, ORG 110) during all phases of the acquisition process. Provide acquisition logistics oversight to assign projects and monitor manpower, material, and financial resources.

**ORGANITION 2, SECTION**

**Logistics Management Specialist, 0346**

**Supervisor: Wendy Morehouse (700-800-9001)**

**City, State**

**03/2010 - 06/2011**

- Responsible for implementation and integration of Integrated Logistics Support (ILS) concepts, doctrine, plans, requirements, policies, funding, end of life cycle disposition, and supply support for ORG 111, ORG 112, and ORG 113 level special projects. Reviewed ORG 114 level, logistics directives and regulations and made recommendation on organizational transformation.

- Successfully Led two Strategic Units deployment into ACTION 1 and captured lessons learned as a tool to coach and mentor co-workers. Served as the “ORGANIZATION” SECTION logistics program coordinator responsible for developing Operational Needs Statements (ONS)/Equipment Sourcing Documents (ESD) and coordinating with ORG 115, ORG 116, ORG 117 for the resourcing of equipment for “ORGANIZATION” units in support of ACTION 1.
- Managed “ORGANIZATION” Strategic Units/equipment readiness by analyzing, researching, and monitoring tactical materiel readiness status to identify strategic XXXXXX XXX not complying with established ORG 118 readiness goals. Provided recommendation on cross-leveling of excess equipment within “ORGANIZATION” SUBORDINATES to fill critical shortages, maximize readiness, and reduction of the XXXX level ratings on the monthly Report.
- SME in support of the “ORGANIZATION” SECTION Logistics Inspection Program (CLIP) that provides guidance and oversight of property accountability, supply control, inventory management, and maintenance and supply management. Briefed, reviewed policies, and formulated sound and accurate responses to queries from ORG 115, ORG 116, ORG 117 and coordinated with other ORG 118 organizations to identify and resolve equipment ILS issues.

**Organization 3**

**Logistics Management Specialist, 0346**  
**Supervisor: Charlie May (700 800-9002)**

**City, State**

**09/2009 - 03/2010**

- Deployed for six-months as the “ORGANIZATION” SECTION Liaison Officer in support of ACTION 1. Responsible for providing theater asset visibility of XXXXXXXX in support of “ORGANIZATION”’s responsibility over the XXXX of XXXXX. Developed and maintained Property Book website to streamline property accountability operations. The implementation of the website provided ORG 119 wide visibility of property operations, procedures, and processes for XXXXX and served as a single Hub for all property accountability/logistics matters.
- Provided oversight and management to customers and staff members. Analyzed, advised and challenged ORG 119 strategic planning and policies that were disseminated in support of operations with the intent to establish new logistics procedures. Conducted researched and established management initiatives to better serve the war-fighter and to assist the Property Officer in day-to-day operations.
- Provided logistics planning to the Redistribution of Property Assisting Team to support the ORG 120 equipment mission. Provided input to “ORGANIZATION” ORG 120, ORG 121, ORG 122 on the fielding and XXXXXXX of equipment. Assisted, challenged, and provided input to ORG 123 in the development of the only tool that allows the redistributions and retrograde of property, the Asset Management tool in the Logistics Warehouse. Monitored/assisted in the selection process for Property Managers.

**ORGANITION 4, SECTION**

**Logistics Management Specialist, 0346**  
**Supervisor: Jamie Houston (700-800-9003)**

**City, State**

**07/2005 – 09/2009**

- Reviewed policies and provided input to “ORGANIZATION” interagency agreements, specifically agreements related to logistics operations. Responsible for providing strategies, requirements, procedures, and for funding requirements to the “ORGANIZATION” SECTION budgeting staff. Selected to provide technical assistance and support to the “ORGANIZATION” Financial Liability Investigation of Property Loss System. Managed and monitored command compliance with ORG 122 and ORG 123 programs. Managed tasks associated with sustaining rotations of two XXXXX by coordinating with ORG 120, ORG 121, ORG 122 and other Managers.

- Lead subject matter expert relating to Equipment requirements regarding Operational Needs and Equipment Sourcing processes.
- Provided guidance and oversight of property accountability, supply control, inventory management, and maintenance and supply management. Actively participated in the FY08 ORG 120 Conference to assist “ORGANIZATION” units in filling equipment shortfalls. Successfully assisted the ORGANIZATION to fill 85% of its rolling stocks. Analyzed, researched, and identified logistics problems/trends while conducting Staff Visits to the various “ORGANIZATION” units.

**ORGANIZATION 5**

**Logistics Management Specialist, 0346**  
**Supervisor: Ernest Goldwater (700-800-9005)**

**City, State**  
**01/2005 - 07/2005**

- Performing a variety of progressively more difficult assignments within the logistics field involving transportation, supply, maintenance, financial management, contract negotiations and leadership development. Completed formal and informal classroom, on-the job-training, and self development as set forth in the Master Intern Development Plan, Individual Development Plan, and on-the-job Training Plan.

**EDUCATION:**

Master's Degree – Major: Master in International Business (August 2003)  
University of Nebraska

Bachelor's Degree – Major: Bachelor in Science and Education (December 2001)  
University of Southern California

**CERTIFICATIONS:**

Program Management - Level I Certified (January 2014)  
Life Cycle Logistics - Level III Certified (September 2013)

**LEADERSHIP/OTHER TRAININGS:**

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**AFFILIATIONS:**

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**ADDITIONAL INFORMATION:**

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