

# CHANTAL E. SMITH

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

-- JACQUELINE SURREY, US Army Reserve

## LOGISTICS AND INVENTORY MANAGEMENT

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– 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

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### LOGISTICS AND INVENTORY MANAGER

02/2001 to Present

US Army Reserve, 999<sup>th</sup> Transportation Company, Fort Anywhere, IL

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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.

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**PROFESSIONAL EXPERIENCE & ACHIEVEMENTS (CONTINUED)**

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**LOGISTICS AND INVENTORY MANAGER**

09/1997 to 01/2001

US Army Reserve, 115<sup>th</sup> Transportation Battalion, Bordertown, MD

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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 115<sup>th</sup> and 116<sup>th</sup> 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**

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**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**

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STANDARD SOUTHERN UNIVERSITY, Torrey, AL

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

**COMPUTER SKILLS**

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**Software:** Microsoft Word, Excel, PowerPoint, and Outlook

## Overview - "Chantal Smith" Military Transition Resume

This client, a career Sergeant, had an extensive background in logistics, the targeted civilian profession. In addition to demilitarizing the Army terminology, I focused on solid use of keywords associated with the logistics field including the word logistics itself (13 uses), inventory (10 uses), and materials (7 uses) and featured other important keywords and phrases such as procurement and records management.

While the candidate did not have a degree or even the majority of credits earned, she felt strongly about including a statement to indicate active progress in that direction.

Elements included to strengthen the candidacy include:

- The candidate's focus on safety, safety programs, risk reduction and zero defect results - important in logistics and materials handling.
- The candidate's proactive expertise with efficiency and cost-savings.
- The candidate's ability to work effectively with multiple management and staff levels.
- I included a feature box with transferable skills and the top three attributes making the top third of page one the main selling section.
- Strong supervisor quote to intrigue the reader and provide 3<sup>rd</sup>-party validation.