

WILL NELSON

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SUPPLY CHAIN / INVENTORY MANAGEMENT / WAREHOUSE OPERATIONS

PROFILE

Hands on Manager with a successful track record of mentoring and motivating staff to ensure efficient operations. Innovative and action oriented, focused on setting challenging objectives and communicating expectations for a strong, cohesive team environment.

HIGHLIGHTS OF QUALIFICATIONS

- Positive results in the management of operations, staff development, and merchandising strategies resulting in accomplishment of strategic objectives, revenue growth, profit retention, cost reduction and operating efficiency.
- Skilled in streamlining and strengthening operations to maximize profitability in highly competitive markets by driving strategies to cut costs and increase performance.
- Computer Skills: ATLASS, Federal Logistics, NALCOMIS, Microsoft Office (Word, Excel, PowerPoint, Outlook) and QuickBooks.
- **Secret Security Clearance.** List of Medals/Ribbons available upon request.
- Core Competencies include: Supply Chain · Sales and Labor Forecasting · Cost Controls Shrink Control · Marketing · Warehouse Operations · Merchandising Execution · Audits Inventory Control · Computer Utilization · Training/Coaching Staff · Facility Management

MILITARY EXPERIENCE

UNITED STATES MARINE CORPS, San Diego, CA

1990 - 2010

Warehouse Chief / Supply Chief / Supply Officer (acting) (2006 - 2010)

Directed operations for the Repairable Issue Point (RIP), a pool of reparable assets available for direct exchange by using Units operated on a direct exchange basis as well as the intermediary between the Units and supporting repair facilities. Ensured all supply warehouse functions operated correctly and efficiently to maintain all warehouse items in a serviceable and ready condition. Conducted spot and yearly inventories to validate accounting and proper storage of supply assets. Enforced and implemented environmental and safety guidelines pertaining to warehouse functions. Established system of tactical markings on all containers and provided a locator file for the warehouse. Managed all supply embark issues within the squadron. Led, trained and mentored marines working in warehouse operations.

- Managed the Warehouse of Repairable Items with oversight of heavy equipment, computers, and electronics, both new and used and directed exchanges for broken materials.
- Improved a poor performing warehouse through implementation of new procedures. Improved previous audit rates of 50% up to 99%.
- Supervised and mentored 10-90 personnel to ensure professional development.
- Managed inventories over \$12M of ground equipment.
- Received and distributed assets from supply sources and local maintenance activities to fill customer back orders and issue-point allowance replenishment.
- Increased company performance and longevity through aggressive vendor sourcing.
- Analyzed government regulations, policies and procedures for the development of procurements contracts and budget submissions.
- Scheduled preventive maintenance of equipment to ensure uninterrupted operation.
- Coordinated the issuing of equipment for command field exercises and as well gear for over 1,100 Marines being deployed.
- Compiled reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes and refusal of shipments.
- Established office production, revised procedures and devised forms to improve workflow.
- Enforced all safety regulations in accordance with OSHA requirements.

Recruiter (2003 - 2006)

Provided the community with Marine Corps publicity material and assisted in civic events to managed the enlistment process from off-site applicant prospecting to preparation for recruit training. Performed preliminary screening and administrative processing, scheduled physical examinations, completed enlistment documents and maintained accurate records.

- Travelled to schools and colleges to make recruitment presentations. Attained a net APR of 2.33 exceeding the average rating of 1.44.
- Achieved Recruiter of the Month award numerous times in 2004 and 2005.

Substance Abuse Control Manager (2001 - 2002)

Provided substance abuse education and prevention programs, performed urinalysis screening and provided assistance to the Commander on substance abuse related matters.

- Assisted in the administration of the Unit's Substance Abuse program.

Warehouse Chief / Supply Chief / Supply Officer (acting) (1995 - 2000)

Oversaw storage, receiving, issuing, and disposal of squadron and Group 37 assets.

- Integral role during the Logistical Readiness Inspection achieving a grade of 93% by correcting numerous trends previously observed in warehousing procedures such as POR's, Personal Effects, Safety, and DRMO.
- Trained and provided ongoing leadership to staff to support the units deployment.
- Supervised relocation of squadron warehouse from MCAS El Toro to MCAS Miramar.
- Developed Standard Operating Procedures which allowed efficient processing of all incoming and outgoing gear in new warehouse.

Warehouse Clerk (1990 - 1994)

Supervised personnel and performed warehouse operation duties including receiving, inspecting, locating, storing, rotating, safekeeping, issuing, preparing, shipping, material return and disposal of supplies and equipment related to support of ground supply operations. Maintained PC and mainframe locator systems and hand held optical character recognition scanners. Conducted inventories maintained records of sub custody principal end items, monitored shelf life items, and inputted data entry transactions and retrieval of historical records. Utilized Federal Logistics System data to comply with care and storage requirements for fire and safety regulations, including open storage lots and hazardous materials storage areas.

- Inspected warehouse inventory to ensure accountability and serviceability. Specific recognition for attention to detail and relentless pursuit of perfection proved rewarding during the Logistical Readiness Inspection from 08/03/2009 to 08/14/2009.
- Established locator system for Unit's supply warehouse through administrative documentation, training manual and implementation of a database software program.
- Flawlessly developed and carried out plan to move from old warehouse to a new facility.
- Developed standard operating procedures for efficient processing of inventory.
- Created and implemented new procedures which improved asset control and customer service.
- Implemented the usage of a daily forklift project management checklist, a monthly warehouse safety checklist and monthly safety classes for supply Marines.
- Led, trained and mentored 10-25 personnel in receiving, storing and issuing all parts and equipment and records management.
- Ensured compliance with all fire and safety regulations through regular supervision.

PROFESSIONAL EXPERIENCE

MCAS MIRAMAR EXCHANGE, San Diego, CA

2001 - 2003

Warehouse Clerk / Cashier

- Performed day to day operations including receiving in warehouse, inventory management, stocking, merchandising, maintenance/cleaning, customer service and cashiering.
- Provided customer assistance to ensure a positive shopping experience for customers and achievement of sales goals.

FEDERAL COMPUTER SYSTEMS

Asset Tracking Logistics & Supply (ATLASS)

Federal Logistics

NALCOMIS

EDUCATION

PARK UNIVERSITY – B.S. Management and Marketing, expected 2010

CENTRAL TEXAS COLLEGE – A.S. General Studies, 2009

MIRAMAR COLLEGE – A.A. Social and Behavioral Science, 2008

BARSTOW COLLEGE – A.S. Business Management, 2002 and A.S. Social Studies, expected 2010

TRAINING

Secret Security Clearance

Certified Commercial Forklift Operator, Commercial Vehicles and Warehouse Tractor

Computer Courses – Microsoft Word, Excel, PowerPoint, Outlook; QuickBooks; Internet

ACHIEVE GLOBAL – Professional Selling Skills

MIRA COSTA COLLEGE – OSHA Safety Hazardous Materials; First Aid

MILITARY TRAINING – complete list available upon request, selected courses include:

Basic Warehousing, Administration, Leadership, Operations, Intro to Retailing, Fiscal

Accounting Supply Clerk, Supply Management, Hazardous Waste Handling, DoD Government

Purchase Card/GSA SmartPay Purchase Card, OSHA (Occupational Safety and Health

Administration)

U.S. Joint Forces Command – Level B Training, SERE 100, Code of Conduct, 2009

Martial Arts Program – Green Belt, 2008

Basic Recruiters Course, 2002

Substance Abuse Control Officer Training Program, 2000

The Sergeant's Course, 1996

Staff NCO Academy Career Nonresident Program, 1994

NCO Basic Nonresident Program, 1992

AWARDS

Global War on Terrorism Service Medal (1)

Navy Meritorious Unit Commendation (5)

Marine Corps Good Conduct Medal (6)

Certificate of Commendation – Individual Award (4)

Sea Service Deployment Ribbon (2)

National Defense Service Medal (2)

Navy and Marine Corps Achievement Medal (2)

Navy Unit Commendation (2)

Meritorious Mast (6)

Marine Corps Recruiting Ribbon (1)

Certificate of Appreciation (3)

ADDITIONAL DATA SHEET

1. Job Announcement # Pay Plan/Grade Level

2. Veterans' Employment Opportunity Act Eligible

3. Citizenship: Yes

4. Appointment Preference: Full Time

5. Work-Related Travel: Willing to travel 6 or more days

6. Claiming Veteran's Preference: 5-Point Preference

7. Lowest Annual Salary: \$xx,xxx

8. Typing 40 wpm: Yes

9. DOB:

10. Geographical Locations:

Race:

Sex: