

shamyacurtisusnavy@gmail.com

PROFESSIONAL SUMMARY

Logistics Analyst with over 6 years of experience in managing complex supply chains and inventory systems. Proficient in safety compliance, problem-solving, and decision-making, demonstrated through precise management of assets totaling \$5 million and maintaining 100% accuracy in inventory management across multiple roles. Adept at enhancing operational efficiencies and training staff, ready to apply these skills to further optimize logistics processes.

EMPLOYMENT HISTORY

AUG 2022 - JAN 2023

Administrative Assistant, NAVSUP Fleet Logistics Center, Norfolk, VA

- Trained 10+ juniors on the ordering system, enhancing operational efficiency.
- Boosted storeroom organization, resulting in improved inventory management.
- Led administrative support, ensuring accurate attendance reporting and appointment scheduling.
- Streamlined office operations, enhancing workflow efficiency and data management.
- Fostered team growth by providing ongoing support and development to new and existing staff.
- Oversaw meticulous record-keeping, ensuring accuracy and compliance in documentation.

JAN 2022 - JUL 2022

IT Assistant, NAVSUP FLC Norfolk, Norfolk, VA

- Achieved 100% accuracy in inventory management
- Distributed 2,000 pieces of new equipment efficiently
- Boosted productivity through effective administrative tasks
- Contributed to the smooth operation of IT department
- Enhanced inventory accuracy, managing 3,000 assets with zero errors.

JUL 2023 - PRESENT

Logistics analysts , PAI, Norfolk Virginia

- Directed material handling for military sealift
- Preserved warehouse order and precision
- Managed receipt of over 2,000 items
- Enforced quality assurance protocols
- Managed assets totaling 5 million
- Used the corrective maintenance logistics system to keep track of material

SKILLS

Safety procedures

Cost management

Loss prevention

Safety compliance

Communication skills

Multitasking

Problem-solving

Detail-oriented

Product stocking

Store management

Customer service

Forklift operation

Inventory management

Decision-making

Conflict resolution