



Tara T. Aviles

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Profile

Mature business professional with experience in multiple fields of work. Experience includes over 10-years working with and supervising staff populations of diverse backgrounds, cultures, ages, education levels and nationalities. Adept experience in supply management and data analysis. I am familiar with updating and adhering to policies and procedures to establish productivity and quality control while maintaining excellent customer service skills. I have a results driven work ethic and a can do attitude, always looking for solutions to complex problems and a more efficient method to get the job done. Sales driven individual with experience in maximizing sales efficiency through positive inventory control. I am energetic and goal-oriented. I strive to maintain a positive and friendly work environment at all times and work to exceed all organizational goals.

Skills

- Critical thinking
- Knowledge of logistics and supply management software.
- Logistics Management
- Trouble Shooting
- Forklift
- Supply Management
- Customer Service
- Trained in cross cultural communication
- Adept multitasker
- Team leader
- Quick learner
- Organized
- Creative Project leader
- Logistics Analyst
- Material Coordinator
- Self-Driven, Independent worker

Work History

INVENTORY CONTROL MANAGEMENT

01/2022-PRESENT

PSI TEMPLE, TEXAS

- Managed workers to accurately coordinate and efficiently replenish merchandise for projects
- Managed several projects daily to ensure jobsites received proper materials to complete job assignments and assigning work to personnel

- Ensured accuracy of items are stored and prepared for shipment safely
- Verified materials against the packing list and purchase order.
- On a daily base assisted with inventory and determining shipping priorities
- Updating project dates to make sure all project documents are current
- Duties not to exclude packing and preparing materials to make sure items are received to proper destinations
- Duties also to not exclude operating a fork lift to upload trucks with materials to ship out to managed projects

RECEIVING SPECIALIST II

11/2021 TO 12/2021

Austin Staffing/Teco Westinghouse Round Rock, Texas

- Unloaded materials from delivery vehicles with forklift.
- Ensured accuracy of material is stored and moved safely
- Verified materials against the packing list and purchase order.
- Assisted with inventory
- Packed and prepared materials for shipment.
- Determining shipping priorities and assigning work
- Developing shipping procedures
- Assisted in preparing purchase orders in SAP

LOGISTICS ANALYST TEAM LEADER/ GOVERNMENT DEFENSE CONTRACTOR

07/2011 TO 12/2013

CGI- Camp Arifjan, Kuwait

- Maintain tools, parts and work equipment worth more than \$1M.
- Provide quality assurance inspection prior to close out of work orders
- Maintain data integrity while simultaneously ensuring multi-functional procedures at a high level of customer service to clients
- Ability to resolve internal/external conflicts.
- Designed distribution list for productivity goals.
- Key holder for multi-million dollar Military track vehicles, processed data into system for analysis reports and physically conducted inventory for all equipment and vehicles.

- Monitored the entire process of product movement, and resolved problems that were related to transportation and logistics systems.
- Identified the most cost-effective means of transportation and communicated transport costs to customers and vendors.
- Supervised team of workers to accurately and efficiently replenish merchandise
- Enforced policies and procedures to minimize product discrepancies and accountability issues

SENIOR LOGISTICIAN/GOVERNMENT DEFENSE CONTRACTOR

05/2008 -TO 12/2010

ManTech- Jalalabad, Afghanistan

- Performed daily asset tracking, inventory, 100% accountability for all assigned equipment and documented property transactions worth \$2M
- Collaborated with Maintenance/Technicians/Vendors to ensure high quality supplies/tools/parts were ordered, delivered, and received while monitoring cost reductions
- Maintained logistical welfare and accountability report of all Man Tech personnel while operating in Jalalabad, Afghanistan
- Worked independently for management with the onboarding documents for the new employees to ensure HR staffing numbers are meet

LOGISTICS ANALYST

12/2007 TO 04/2008

Stanley/CGI Associates INC.- Camp Arifjan, Kuwait

- Perform data entry using complex systems to create queries and establish shipping and receiving of equipment, verifying data against freight documents.
- Provided inventory reports to clients.
- Applied bar code labels on equipment and scanned to specific locations using a Personal Digital Assistant (PDA)
- Performed PDA updates and troubleshoot PDA discrepancies by conducting database research
- Ensured accuracy when inputting data, applying labels, and verifying equipment
- Addressed equipment and other logistical needs to senior leaders of the organization.

LOGISTICS SUPPLY CHAIN PLANNER / PARTS MANAGEMENT SPECIALIST

03/2006 TO 12/2007

AECOM/ AGS INC- Bagram Airfield Base, Afghanistan

- Communicated with Senior Management to identify critical tasks that were essential to the completion of the daily work plan
- Readily responsible for all inventory and strategies to ensure all materials are delivered to all maintenance and production operations across the entire supply chain
- Responsible for contacting the Item Manager for expedition of items with a long estimated shipping date (ESD)
- Researched discrepancies through physical inventory and prepared proper documentation to maintain record of incident
- Creative projects leader for morale booster
- Ordered, received, stored, maintained, and issued supplies and equipment to support daily operations as well as provided financial management of resources
- Maintained records on incoming and outgoing stock
- Trained with DLA personnel in performing analysis of reutilization program to suggest innovative uses of excess/surplus property.
- Managed property accountability maintained documentation and established tracking systems for equipment activity
- As part of the recruiting team, served as point-of-contact, both internally and externally for the new hires

SUPPLY MATERIAL COORDINATOR SPECIALIST

12/2003 TO 03/2006

DynCorp, Naval Weapon Station APS-3- Goose Creek, SC

- Updated logistics database for 8 Vessels
- Performed inventory and financial management procedures, to include ordering, receiving and storing of supplies and issued supplies and equipment to support daily operations
- Communicated daily with item managers and vendors on dispositions and credits of lost/damaged, non-receipt, or missing parts via email, fax, and telephone
- Worked as a member of the Quality Assurance Team, determining shortage(s) or overage(s) against the original order documents and prepared report of discrepancy for record of incident

*****Additional Work Experience:**

Per-Se Technologies Charleston, SC Medical Billing/Coding Specialist 1995-1998

- Provided critical support to medical providers by completing the important administrative tasks vital to the functioning of our healthcare system

- Translating every healthcare service into a standardized medical billing code that can be used to obtain payment from insurance companies
- Insurance claims submissions
- Monthly and annual reports preparation
- Eligibility and coverage verification
- Verbal and written customer service via telephone/email to work with customers to identify payment options and create payment options

National Car Rental Goose Creek, SC Customer Service Team Leader 1993-1995

- Contribution included making car reservations and cancellation of reservations
- As team leader, assisted with irate clients and upgrades of vehicles for club members
- Maintained ranking of #1 Sales Representative out of over 200 employees for numerous of sales cycles

Highest Education

Southern Union State College- Wadley, AL (1992-1994)