

Dennis Ashe

Unit Supply Specialist - U. S. Army

Killeen, TX

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To obtain a full-time position by supervising and performing tasks involving the general upkeep and maintenance of inventory and supply or mangment.

WORK EXPERIENCE

Warehouse admin

Boon Group, Healthy Achievers - Austin, TX - January 2015 to May 2015

Giving secretarial support to the Warehouse Department in areas involving correspondence, records, reports, data files, etc. This position will be responsible for determining events to be packed, writing pack sheets, determining shipping methods and shipping packages as well as organizing and recording items shipped, creating routes for the warehouse driver and answering any questions from staff regarding equipment.

- Provide secretarial support for the warehouse staff
- Determine events to be packed
- Writing pack sheets
- Determine shipping methods and ship packages
- Organizing and recording items shipped
- Creating routes for the warehouse driver
- Answering questions from staff pertaining to equipment
- Ensuring high standards of health, safety and hygiene in the work environment
- Keeping stock control systems up to date as well as planning for future requirements
- Taking precautions to protect warehouse contents against loss

Skills Used

Highly organized, flexible and be a "team player"

- Knowledge of Microsoft Office Suite
- Accurate data entry skills
- Must be adept at multi-tasking
- Ability to solve problems and think clearly in a fast-paced environment and have the ability to keep calm under pressure
- Must possess good interpersonal skills and be able to be a team leader
- Must have the ability to complete work in a timely/safe manner

Unit Supply Specialist

U. S. Army - Fort Hood, TX - October 2010 to April 2014

Responsible for supervising or performing tasks involving the general upkeep and maintenance of all Army supplies and equipment.

- Property Book Unit Supply Enhance trained and certified.
- Secret clearance
- Maintain automated supply system for accounting of organizational and installation supplies and equipment.
- Issue and receive small arms. Secure and control weapons and ammunition in security areas.
- Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with.

- Compile ,review, and maintain data, purchase orders, requisitions, and other documents to assess supply needs.
- Orchestrated the issue and turn-in of vehicle, equipment, supplies for military unit training exercise at joint readiness training center located at fort Polk Louisiana.
- Maintained 100% accountability of his team's sensitive items including weapons, close combat optics, and masks
- Maintained 100% accountability of all assigned equipment, worth in excess of \$2.5 million
- Managed office supply, expendable item process
- successfully moved \$3 million of equipment while maintaining 100% accountability
- Managed over 671 pieces of property book equipment, worth over 2.1 million dollars, resulting in zero losses or damage, while deployed in Afghanistan
- Maintained accountability of 1,422 items of organizational equipment, valued in excess \$5 million during operation enduring freedom at Ballad Iraq with zero losses or discrepancies.
- Turned in 1,422 items of property book equipment, valued in excess 5 million during operation enduring freedom at ballad Iraq, Camp Virginia Iraq

Crew Member

Cold Stone Creamery - Manhattan, KS - June 2009 to December 2009

Operate and maintain food/drink/treat related equipment and registers properly and safely.

- Complete assigned prep work for stocking and set up of work area.
- Wash counters, tables, restrooms, trash receptacles, gather trash and remove from dining/service areas to proper receptacle, sweep, mop, stock and other cleaning tasks.

Technical Support Representative

Alorica - Manhattan, KS - January 2009 to June 2009

Be able to express effectively over the phone, attention to detail, knowledge of internet and search engines, and establish customer rapport.

- Extensive knowledge of all computer software systems, previous call center experience, built and maintained computers and experience with fixing a variety of electronics.

Customer Service Representative

Spherion Staffing - Junction City, KS - January 2008 to January 2009

Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

- Attracts potential customers by answering product and service questions; suggesting information about other products and services.

EDUCATION

Education

Central Texas College - Killeen, TX

January 2012 to Present

ADDITIONAL INFORMATION

SKILLS PROFILE

- Receive, inspect, inventory, load/unload, store, issue and deliver supplies and equipment.

- Schedule and perform preventive and organizational maintenance on weapons.
- Operate unit level computers.