

# JERRY DANIEL LIGHTNER

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El Paso, Texas 79911

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## SUMMARY OF QUALIFICATIONS

Results-driven Operations Manager with experience in military functions including over 10 years of experience. Dedicated and detail-oriented veteran with experience in warehouse management, materials handling and personnel training and supervision. Excellent ability to multitask and work under high-stress, high volume environments. Excellent interpersonal and communications skills with proficiency in building rapport with co-workers, customers, and management. Proven track record in accurate and detailed inventory management. Strong ability to effectively train and supervise personnel.

### CORE COMPETENCIES:

- Operations Management
- Project Management
- Purchasing / Supplier Relations
- Personnel Management
- Infrastructure & Processes
- Inventory & Supply Management

*Proficiency in Microsoft Office Suite, Internet Browsers & Search Engines, and Industry Specific Software*

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## PROFESSIONAL EXPERIENCE

UNITED STATES ARMY  
SERGEANT

1995 - 2014  
Worldwide Assignments

### MATERIAL STORAGE HANDLING SERGEANT:

- Developed ongoing maintenance and support relationships and strategies with the vendors. Learned and maintained all software components and interfaces. Learned, diagnosed, maintained, software and data interfaces. Performed routine hardware maintenance.
- Coordinated regular and emergency hardware maintenance. Conducted training for departmental staff and users as needed. Wrote technical documentation for technical staff and users. Troubleshoot communications equipment as requested by networking department. Documented system and server setups. Operated storage areas.

### EQUIPMENT RECORDS AND PARTS SPECIALIST:

- Ensured that inventories and location surveys were performed in accordance with established procedures. Instructed warehouse personnel in loading, unloading and selection of stock and storage areas. Recommended additions and deletions to authorized stockage lists.
- Reviewed requests for major and controlled items. Performed financial management functions. Performed functions to include stock replenishment, price changes, inventories and stock receipts.

## LICENSES

- Powered Industrial Truck Operator, Toyota Operator Safety Training Program (Exp. 09/2015)
- Mobile Equipment Operator Certificate, IVES Training Group (Exp. 09/2015)
- US Government Motor Vehicle Operator's Identification Card (Exp. 06/2018)
- Commercial Driver's License Hazardous Material Endorsement, State of Texas (Exp. 07/2016)
- Commercial Driver's License Passenger Endorsement, State of Texas (Expires 07/2016)
- Commercial Driver's License School Bus Endorsement, State of Texas (Expires 07/2016)