

Alex Lambert

Arden, NC 28704

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Authorized to work in the US for any employer

Work Experience

Coordinator II

Utah State University - Logan, UT

October 2018 to February 2022

Managing Utah State University's pick up and deliveries schedule of surplus items for individual departments, including heavy and hazardous equipment.

Evaluating condition and assessing incoming items to reclaim as much funds from the item as possible in a timely manner.

CASHIER

Bessinger Convenience Centers - Logan, UT

June 2018 to October 2018

Completing nightly task procedures set forth by company standards for smooth store opening. Responsible for maintaining cash on hand accountability of products and customer satisfaction.

ASSISTANT STORE MANAGER

AutoZone - Culpeper, VA

August 2017 to March 2018

Completing inventory matrix and accounting procedures set forth by company standards. Responsible for maintaining cash on hand accountability of products and customer satisfaction.

* Inventory Team - Going store to store accounting for every product and quantity on hand; ensuring accuracy to quantity on hand.

Assistant Store Manager

AutoZone - Culpeper, VA

March 2017 to March 2018

PART-SALES MANAGER

AutoZone - Warrenton, VA

March 2017 to August 2017

Successfully leading sales and accounting procedures set forth by company standards. Responsible for maintaining cash on hand accountability of products and customer satisfaction.

SUPPLY ADMINISTRATION CHIEF

USMC - New River, NC

April 2015 to January 2017

New River, Jacksonville, NC APR 2015 - JAN 2017

Supply Administration Chief and Field Supply Representative leading the squadron's property, supplies, inventory, accounting, and shipping and receiving. Conducted daily operations within the command while supervising other Marines in the section. Property manager. Preparation of reports. Oracle installed base user. Maintained and prepared accounting and supply documentation, custody records; performed reconciliations; and ensured problem areas' corrective action.

* Awarded Navy and Marine Corps Achievement Medal on 17MAY16 for the controlled disposition of \$1.7M of unserviceable equipment, completing administrative requirements accounting for \$3.9M of Global Combat Support System-Marine Corps (GCSS-MC) equipment, ensured quarterly accountability of 274 pieces of equipment totaling \$4.2M, recognized for 100% accountability on all quarterly inventories, and enhancing the supply section's efficiency by revising existing procedures.

* Operation Rolling Thunder - FEB 2014, OCT 2014

Supply Administration Chief

USMC - New River, NC

January 2013 to January 2017

SUPPLY CONSOLIDATED MEMORANDUM RECEIPT CLERK

USMC - Jacksonville, NC

November 2013 to April 2015

Jacksonville, NC NOV 2013 - APR 2015

Supply Administration and Operations Specialist accomplishing the technical duties in retail and wholesale supply accounting, operating personal computers, multimedia data entry, scanning and retrieval systems functions, reports generation, customer inquiries research, and requisition and procurement processing. Maintained and prepared accounting and supply documentation, custody records; performed reconciliations; and ensured problem areas' corrective action. Maintained all records according to the National Archives and Records Administration (NARA) approved dispositions.

* Letter of Appreciation on 24MAR14 for solving accumulated administrative errors in excess of \$8.5M.

Education

High school or equivalent in Logistics, Human Resource Management, Leadership, Supervision, Management, and Business Communications

Ground Supply School

October 2013

Skills

- Logistics
- Supply Chain
- Forklift

Links

<http://linkedin.com/in/alexander-lambert-ab5bb280>

Military Service

Branch: United States Marine Corps

Rank: Corporal