

# CALVIN ROYSTER

CALVINROYSTER912@YAHOO.COM -- (912)-980-2909

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**Organized individual interested in securing a Logistics Specialist position, bringing outstanding expertise in designing logistics strategies in line with government regulations.**

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## PROFESSIONAL PROFILE

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- Outstanding management, multitasking and Organizational skills
  - Warehouse Operations and procedures Customer service
  - Proficient with Microsoft Office, SAP account, Maximo (Steam) Work orders, inventory, asset, purchasing, business analysis and reporting
  - Strong leadership skills with ability to lead cross-functional teams
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## PROFESSIONAL EXPERIENCE

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**Fluor Government Group – Afghanistan**

Oct. 2016 - Present

**Water Supply Technician**

Develops, implements, and maintains water quality monitoring programs related to potable water use and consumption; interprets complex water quality regulatory requirements and develops and maintains up-to-date procedures for compliance. Prepares, reviews, summarizes, synthesizes and submits reports, correspondence, and statistical data regarding water quality, cross connection, potable and recycled water programs to LOGCAP guidelines. Performs computer data entry and is responsible for maintaining up-to-date computerized information. Performs semi-skilled and skilled manual tasks relating to such activities as inspections, tests, maintenance and repair of water lines, backflow devices, valves, engines, wells, reservoirs, pumps and lift stations and water meters and connections. Collects water samples at all sites (updating sites as necessary) maintaining rigorous quality control; validates results of test samples and reports all monitoring data to Supervisor. Ensures procedures are followed by staff and laboratory personnel (both in-house and contracted services) and reporting and documentation are in compliance with Government standards. Monitors fluoride analysis and recalibrations. Monitors and maintains records and files on all tests conducted in compliance with regulatory standards for potable water; conducts field investigations to resolve water quality problems arising from the water operation and distribution systems.

**Pier One – Hinesville, Georgia**

Oct 2013 – Sept 2015

**Material Handler/ Forklift Operator**

Gather equipment and supplies necessary to process orders. Gather equipment and supplies necessary to ship and/or receive merchandise. Operate forklift to arrange, load and/or unload and shuttle merchandise. Operate a forklift to load parcel shipment trucks. Transfer merchandise from racks in locations to racks on forklift. Pick merchandise and place it on a conveyor or cart and/or into a box or tote. Remove empty boxes, empty racks, straps, or other debris from locations. Complete necessary paperwork to process overages, shortages and damages of merchandise. Identify and verify merchandise quantities through comparison of description and SKU markings on merchandise to quantities on a printed receiver list. Manually load outbound trailers. Place seals on truck trailer doors to ensure tight closure when necessary. Sweep work area, dock and empty trailers of all debris. Straighten merchandise, equipment and supplies. Dispose of trash, empty boxes, straps, broken pallets and other debris necessary to maintain a safe working environment Follow all safety policies and procedures. Minimize inventory loss by handling and storing merchandise properly

**KBR Inc., Talil, Iraq;**

Feb 2007 – July 2013

**Materials Warehouseman**

Advised management on the overall productivity and requirements of the materials warehouse property control as it pertains to primary receiving, maintaining inventory, daily productivity, tracking of Government Property Materials, PCP, personnel movement, maintenance, and LOGCAP III SOW, SOP and client needs and requests. STEAM (MAXIMO) Received, processed requisitions & inventories, issued and transferred, item master, and maintained accountability of all inventories and assets utilized by the trades for their everyday tasks. Controlled operations for KBR materials department, inventory and storage. Proficient in Steam Maximo, Sap, GSA, PSR, issue, transfer, receiving and storage. Responsible for receiving, shipping, turn-ins, and Federal Stock Supply (FSS) Sections. Responsible for the requisitioning, tracking, receiving, inventorying and issuing of FSS/GS items. Responsible for cross leveling of materials to minimize surplus and as a cost saving to the company. Created purchase order numbers in MAXIMO for all FSS/GS items being requisitioned. Inspected and inventoried new material receiving and all un-serviceable items for turn-in in accordance. Responsible for updating stock files, decision making and interfacing with customers ULLS-G, SARSS-1 and SAMS system. Prepared daily, weekly, and monthly reports in according with standard operating procedures submit all required. Conducted Bugs-Eys and GTN (Global Transportation Network) parts search. Prepared Property Management Reports accurately and in a timely manner, physical verification of inventories, Loss Damage Destruction (LDD) reports, DD 1149 (Transfer/Surplus), and annual DD1662 (Property in the possession of the Con tractor) reports. ULLS-A (E) Cycle counts, Monthly Inventories, Issuing, Receiving, and turn-in for serviceable and un-serviceable items. Organized, planned, created and implemented inventory tracking system. Performed a variety of professional duties such as organized filing systems (Warehouse/Materials side) administrative work directing team members towards common goal. Applied common sense understanding to carry out detailed written or oral instructions, reads and interprets documents such as safety rules, operating and maintenance instructions, procedure manuals, and service orders.

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**Education/ Certs:**

**Sunbelt Forklift Certification**