

## **Christopher Olejnik**

Cheyenne, WY

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**PROFILE:** I'm an Army veteran with 15 years of supervisory experience and a broad background in purchasing, vendor management and logistics for a global organization. I have built and supervised teams for contract negotiation, project management and supply chain management in overseas environments. I have a B.S. in Business and a high level of proficiency in Microsoft Office suite, SAP/ERP/MRP purchasing and sourcing software. I am results oriented and focused on customer satisfaction with an emphasis on timely and efficient planning and purchasing of supplies and services in support of project requirements.

### **CERTIFICATES:**

- Lean Six Sigma Black Belt certified
- Army Supply Chain Specialist Course
- Hazardous Materials certified
- Current DOD security clearance

### **RELEVANT SKILLS:**

- Uses data analytics to ensure supply chain is efficient as possible and applying Lean Six Sigma methodologies to reduce waste. Identified and tracked key metrics to manage vendor performance such as quality of service, delivery times and cost
- Experienced in logistics software to include SAP/ERP, PBUSE, MRP
- Sourcing experience for high value long-term contracts. Conducted market analysis to ensure accurate pricing and to screen potential suppliers
- Lean, Six Sigma and Safety compliant mindset
- Communicates and collaborates with relevant departments to forecast material, services cost and consumption
- Developed and maintained relationships with vendors and contractors of supplies and services and built alternative sources to ensure a stable supply channel
- Developed methods to monitor supply chain stock and continuous improvement
- Expert in hazard and risk mitigation

## **WORK EXPERIENCE:**

**11/14-present Wyoming Army National Guard AGR, Cheyenne, WY**

### **Supply Chain Logistics Supervisor**

- SAP/ERP software experience
- Advanced sourcing and logistics
- Daily, weekly and monthly reporting requirements
- Material Resource Planning

Proficient with SAP/ERP/MRP systems. Responsible for all phases of sourcing high value equipment and services for unit projects and training. Forecasts, justifies, prepares, submits, and administers the annual budget request. Produces and manages a project plan for the sourcing of goods and services and controls the necessary supply chain resources in support of the plan. Applies Activity Based Planning (ABP) procedures for ordering and budgeting actions. Supervises subordinates in all phases of inventory management to include planning, accuracy and inventory velocity. Utilizes Lean and Six Sigma methodologies in daily operations. Tracks progress in order to perform root cause analysis to reduce waste when required. Establishes coordination and networking with other civilian and military agencies, for acquiring required items and supplies. Mentors associates and subordinates on sourcing event

**03/14-10/14 Lowes, Aurora, CO**

### **Department Manager, Loss Prevention, Safety and Hazmat**

- Inventory Shrink
- Inventory Management

Responsible for installation of covert surveillance equipment, such as security cameras. Maintains documentation of all loss prevention activity. Perform cash audits and deposit investigations to fully account for store cash. Advises retail establishments on development of loss-investigation procedures. Collaborates with law enforcement to investigate and solve external theft or fraud cases. Monitors and reviews paperwork procedures and systems to prevent error-related shortages and operational shrink. Performs daily audits and inspections of hazardous material processing and storage in accordance with Federal, State and Local laws.

**11/13-11/14 Colorado National Guard, Colorado Springs, CO**

### **Manager – Mortar Platoon Sergeant**

- Organizational and supervisory experience
- Advanced Problem solving

Leads a department of 25 personnell in a Light Infantry company. Provides tactical and technical guidance to subordinates and professional support to both subordinates and

superiors in the accomplishment of their duties. Receives and issues orders. Coordinates indirect fire support for the mortar. Ensures collection and proper reporting of intelligence data to unit. Analyzes situational awareness and conducts tactical operations in hostile environments. Maintains operational security. Consolidates and reorganizes a mortar squad.

**03/12- 12/13      WSA Corp.**

Smart Track Installations Technician

- Inventory control system

Worked as a contractor while attending college. Installation and configuration of Smart Track inventory control systems for the Department of Defense.

**02/10-06/12      US Army- Ft Bliss, Texas**

Supply Chain Logistics Supervisor

- Budget/Process analysis
- Supply and Logistics planning
- Strong Interpersonal Relationship
- Results-oriented and problem solving
- Material resource Planning
- International Logistics

Responsible for logistics and sourcing actions related to overseas deployment to include fuel, food, medical, water and critical infrastructure equipment. Ensured 100% accountability for equipment shipping using rail, air and maritime assets. Research and analysis of potential vendors for transportation and various services in a non-English speaking environment to include project management, process design and improvement in support of overseas military operations. Developed and coordinated processes to train foreign managers and staff in an effective manner.

**10/07-01/10      US Army- Ft Sill, Oklahoma**

Drill Sergeant

- Organizational and supervisory experience
- Advanced problem solving
- Proven ability to meet hard deadlines
- Expert Trainer

Serves as a Drill Sergeant in a Basic Combat Training (BCT) company; responsible for individual training, supervision, and development of 40-60 new recruits per nine week cycle; responsible for ensuring that standards are met to provide the U.S. Army with disciplined, physically and morally fit Soldiers, competent in warrior core tasks, who can fight and win regardless of MOS;

coordinates and integrates logistics, maintenance, and safety in all platoon operations.

**EDUCATION:**

**Regis University – Denver, Colorado**

B.S. Business – 2017

**VOLUNTEER:**

**Board of Directors – Snack2learn Inc. / 2016 - 2018**

**Board of Directors – Montessori School of Cheyenne / 2018 - Present**