

Cornelia Gordon

610 Greenhill Dr

Round Rock

Texas, 78665

954-226-8634

Gordon.cornelia@gmail.com

OBJECTIVE

Seeking a position with a reputable company as a logistician or driver.

PROFESSIONAL SUMMARY

Logistics specialist and Military Veteran with a secret security clearance and 3 years of service in the United States Army. Maintained responsibility of 10 million dollars' worth of equipment for 3 years. Trained in SAP NETWEAVER and proficient in Global Combat Support systems. Proven leadership, planning, organizational, analytical, and financial skills.

PROFESSIONAL EXPERIENCE

UNITED STATES ARMY – Various Locations

2016 – 2019

Supply Specialist

Sole supervisor of duties involving request, receipt, storage, issue, accountability and preservation of supplies and equipment. Maintained automated supply system accounting for organization's equipment.

- Oversaw monthly inventories for commander's equipment.
- Provided equipment for unit training nine months out of the year.
- Networked with organizations outside of unit to acquire supplies.
- Proficient in purchasing, procurement, and acquisition of equipment.
- Proficient in office administration (data entry, filing etc)

FORD AV - Austin, Texas

2019 - 2019

Inventory Coordinator

- Processed incoming and out-going shipments for sales orders and jobs
- Conducted physical inventory and physical counts as needed.
- Processed daily receiving for sales orders, job items and other items.

- Moved items received for back-order picking to appropriate hold or staging area.
- Picking and shipping inventory for sales orders.
- Processed vendor return authorizations

INTEL – Austin, Texas

2021 – present

Inventory Coordinator

- Managed inventory of microprocessors, technical equipment and other associated items to sustain the business operations.
- Responsible for shipping, receiving, tracking inbound and outbound shipments including communicating with the parties involved on status and closure.
- Managed the associated PC applications in support of the above items.
- Managed the necessary audits of inventory including Silicon and hardware.
- Organized, managed, and controlled activities related to sourcing and procurement functions.
- Maintained a clean and orderly work environment at all times.

EDUCATION

Master's Degree, Business Administration / Logistics (in progress) -2023

High School Diploma, Boyd H Anderson High, FL 2013-2015

CERTIFICATIONS

CDL CLASS A

LEAN SIX SIGMA (in progress – complete 2022)

SAP NETWEAVER / ERP

Unit Supply Clerk (CRS)

TECHNICAL SKILLS

Software: SAP ERP SYSTEMS, Microsoft Word 2013, PowerPoint, Excel, Dreamweaver

Operating Systems: Mac / Windows 7, Windows 8, RF Scanners, GPS Equipment