

JOHN MONTS

 montsjohn84@yahoo.com

 2407060157

 Upper Marlboro, MD
20772

SKILLS

- Inventory Tracking
- Inventory Control
- Microsoft Excel
- Detailed Orientated
- Strategic Planner
- Product Knowledge
- Communication
- Time Management
- Organized
- Troubleshooting
- Process Improvement

EDUCATION

Potomac High School
Oxon Hill, MD

High School Diploma

PROFESSIONAL SUMMARY

An IT professional with technical savvy that has demonstrated success applying strategic IT plans that improve business efficiency with positive impact on the bottom line and adept into moving into environments and utilizing existing experience to quickly adapt to modern technologies fluently.

ACCOMPLISHMENTS

- As team lead increased personnel activity by creating new IT asset management policy and procedure that made workflow more efficient toward customer service, team, and individual performance.
- Achieved renewal of contract by scheduling deliveries with accuracy and efficiency.
- Documented and resolved vendor delivery issue which led to 20% decrease in product cost.

WORK HISTORY

Will Scott - Warehouse Inventory Specialist
Waldorf, MD 8/2022- 12/2022

- Handled all outbound and inbound shipping daily and worked closely with receiving for accurate receipt of goods.
- Inspected physical conditions of warehouse and warehouse equipment.
- Performed administrative automation along with warehouse function. Including team building and project management.
- Operated specialized material handling equipment including Forklifts and Reach trucks.

KBR - IT ASSET MANAGEMENT SPECIALIST/LEAD

Camp Springs, Maryland • 05/2017 - 12/2022

- Conducted periodic inventory checks and reconciled differences between discovered assets and owned assets, made configurations changes to the asset management application, modified list, defined roles and customized reports.
- Managed the shipping and receiving of assets to government facilities.
- Facilitated internal meetings to gather assets management and requirements to explore complex issues.
- Lead acquisition, deployment, tracking, and securing of all assets.

DC Water - Team Lead/Supervisor

Washington, DC • 02/2011 - 05/2017

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Handled customer complaints, resolved issues and adjusted policies to meet changing needs.
- Process customer orders according to their specifications and vendor regulations.
- Maintained compliance with company policies, objectives, and communication goals.
- Cultivated impactful relationships with customers and drove business development by delivering product knowledge.

