

Johnny Wilkins

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PROFESSIONAL SUMMARY

Dynamic facilitator, highly motivated, and results driven Subject Matter Expert with years of experience in customer service. Possesses an active Secret clearance. Results-oriented with exceptional communication, interpersonal, multi-tasking, organizational, and problem solving leadership skills. Adept at fostering an atmosphere of compliance and teamwork at the strategic, operational, and tactical levels across multi-services, the DoD, agencies, and intelligence communities as a whole.

KEY STRENGTHS/FOCUSES

Security + Microsoft Azure Microsoft Word / Excel / & Outlook Internet Explorer	Service Now Reynolds and Reynolds Remedy Rapid Recon	Coordinate deliveries and track inventory Demonstrating interpersonal skills and quality assurance
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EMPLOYMENT HISTORY

Warehouse Associate

Katmai Inc. Ronald Reagan Building

January 2019- Present

- Assist the government with moving IT equipment, furniture and any other facility assets.
- Kept records on the use and or damage of stock handling equipment.
- Examined and inspected stock items for wear or defects, reporting any damages.
- Identify potential project problems early, report issues and problems to operations leadership, and work with project teams to address and implement recovery plan.
- Physically inventorying equipment, as well as labeling, tracking, and document including the movement of IT equipment.
- Conducting detailed procedures in a time constrained environment.
- Tracking company assets within the Configuration Management Database through their lifecycle.
- Working independently and overseeing program IT software from the inception to the phase-out order to create customer value and deliver measurable benefits.
- Creating and distributing various reports, including compliance reports on current assets and their status.
- Collaborating effectively with logistics personnel and other program teams, as well as government personnel, to ensure the smooth flow of equipment and enable better understanding of the status of equipment.

Lead Custodian**GCR Inc. Fort Meade, MD****January 2017-February 2019**

- Ensured the overall maintenance and quality of the facility meet required standards.
- Performed custodial engineering duties in order to maintain office cleanliness.
- Provided healthy and sanitary lavatory conditions.
- Maintained timecards.
- Maintained and ordered supplies.
- Trained and instructed new employees on proper cleaning techniques.
- Assisted in the maintenance of inventory and employee records.
- Monitored Safety practices of Custodians.
- Maintained record of work orders.
- Coordinated with painting and maintenance crew to schedule work assignments.
- Communicated instructions from custodian supervisor to Custodians.
- Assisted the Customer Supervisor in identifying special maintenance or repair needs.

Shipping and Receiving Clerk**Lindsey Lexus Alexandria, VA****January 2015-January 2017**

- Assisted shipping and receiving unloading trucks and checking in merchandise.
- Prepared orders by processing request and supply orders; pulling materials; packing boxes; placing orders in delivery areas.
- Sorted and placed materials or items on racks, shelves or in bins according to organizational standards.
- Maintain inventory control by collecting stock location orders, printing request, recording amounts of materials or items received or distributed.

Inventory Control Manager**Marlow Heights, MD****July 2011-January 2015**

- Maintained control of all incoming and outgoing new and used vehicle inventory.
- Followed up with vendors to make sure all repairs and detailing have been completed.
- Ensured inventory reports are accurate and up to date on a daily basis as the status of vehicles are updated.
- Make tags for vehicles.
- Controlled all of vehicle descriptions for vehicle display areas.
- Controlled all lease terminations.
- Control all dealer exchanges with customers.
- Control of all dealer loner vehicles transactions and inventory daily and monthly asset reporting.
- Assist with Annual Inventory.
- Provided stock numbers and barcode labels for inventory tracking.

Education and Certification

Ballou Senior High School (High School Diploma)

Industrial Lift Truck Operator

CompTIA Security +

Azure Administrative Associate

Security Clearance

Active Secret