

**Jose C. Vega**

480-332-9927 – vegacarlos1334@gmail.com

**Summary of Qualifications**

Strong organizational skills involving request, receipt, storage, issue, accountability, inventory programs, and preservation of expendable supplies and equipment. My experience in a wide variety of projects and responsibilities allows me to be flexible while working in diverse environments.

**Work Experience**

**Headquarters, Headquarters Company, 2916<sup>th</sup> Aviation Battalion (05/2016 – 10/2019)  
Supply Specialist, U.S. Army  
Fort Irwin, California**

Served as the Supply NCOIC with extensive knowledge of local and system-wide supply programs. Wrote units Supply Standard Operating Procedures to effectively manage and execute a functional Command Supply Discipline Program. Supervised the technical aspects of unit property book records per AR 710-2. Facilitated and/or expedited procurement processing; tracked, controlled, and maintained accountability of purchases. Processed, updated and maintained record transactions related to supply, ordering, shipping, inventory, and turn-in documents for all supply and maintenance equipment. Maintained document registers and all files associated with the receipt, issue, maintenance, and turning of equipment.

**Longeviti, LLC. (03/2021-01/2022)  
Logistics Clerk, Department of State TTM.  
Washington DC**

Utilize the Department of State's Integrated Logistics Management System (ILMS) to initiate and track the movement of employee shipments. Keep personnel updated on the current status of shipments. Create shipment documents to ensure that shipments are effectively managed. Validate the accuracy of transportation documents and confirm electronic transmission to service provider. Route automated transportation, travel inquiries, and emails to internal and external recipients.

**Carlton Bates (01/2022-05/2022)  
International Shipping Affairs  
Round Rock TX**

Overseeing and supervising warehouse international section, maintaining inventories and creating reports, performed packaging, picking orders, shipping and receiving duties. Experience with forklift, pallet jack and loading dock. Extensive knowledge with warehouse duties and operations.

**Aerotek (pac group)  
Warehouse Traveler  
(05/2022-Current)**

Collaborate and plan with various appropriate personal to coordinate systems that establish a convenient logistical inventory plan. Using BBM system to input assets belonging to assigned locations. Perform periodic independent systems evaluations and develop recommendations for system improvements after performing thorough studies and analysis.