

Linda King
East Alton, IL 62024 (M) 618-580-1997 * lindak12@charter.net

PROFESSIONAL EXPERIENCE

VSE Corporation, Alexandria, VA ó 703-960-4600

7/2012 ó 7/2013ó **Laid off**

SUPPLY TECHNICIAN/DATA ENTRY

Daily function reports directly to Depot Government Property Manager and Supply Lead. Maintain accurate records and perform physical inventory and accountability of supplies, parts and consumables. Responsible for ordering and receiving parts, disbursing supplies, equipment, tools etc. for complete production needs. Maintain electronic and hard copies of all documentation. Maintain and update parts document register. Maintain shelf life identification spreadsheet. Operate and maintain VSE/US Government proprietary software systems, Puridiom, FEDLOG, SAMS, HAYSTACK. Maintain and update MSDS as necessary. Assist in supply warehouse location management. Ordering and turn in of employee uniforms. Utilize Microsoft Access, Microsoft Outlook, Excel, Internet Explorer, Windows XP

FIRST FINANCIAL UNDERWRITING SERVICES, INC., Alton, IL ó 800-570-3477

7/1999-3/2005, 3/2006-1/2012 ó **Laid Off**

FINANCIAL UNDERWRITING INSPECTOR

Provide support and assistance to the life insurance underwriting staff. Collection and organization of data, verbally and electronically, organization and compilation of written reports, data entry, Internet research, extreme telephone communication, client interviews, scheduling, appointment setting, obtain and secure personal and business confidential information and documents, maintain extensive files, fax, copy, scan, among other duties.

VSE Corporation, Alexandria, VA ó 703-960-4600

8/2005-3/2006 ó **Contract Ended**

INVENTORY MANAGEMENT SPECIALIST

Provide support to the Office of the United States Army Deputy Chief of Staff, Logistics. Provide supply and inventory expertise to Unit Equipment Concentration Sites, Area Maintenance Support Activity locations by means of quality assurance, audits and material readiness. Follow compliance with Army and command Supply directives. Coordinate visits and travel, perform physical inventories, maintain supply record audits, prepare, maintain and provide written reports, serve as liaison between unit and command levels, purchasing and requisitions.

Carroll Supply, South Roxana, IL

OFFICE MANAGER

2/1998-7/1999 – Owner retired, business closed

Provided full charge bookkeeping services, to include preparation of weekly and monthly payroll reports, reported directly to the IRS for quarterly and yearly financial reports, maintained general account ledgers, daily banking, cash handling, account collections, process invoices, perform inventories, scheduling of deliveries, and employees, purchasing. Maintained extensive customer and vendor relations, heavy telephone usage.

**United States Army/Reserve ó 1989 ó 1997 Honorable Discharge
Administrative/Supply Specialist**

Accreditations

Logistical Supply Certification ó 1990, 1992, 1994 ó Ft. Leonardwood, MO.
Administrative Specialist Schooling ó 1990 ó Ft. Jackson, SC,
Registered Administrative Health Assistant ó 1986 ó Houston, TX

Awards Received

National Defense Service Medal
Army Achievement Medal
Army Service Ribbon

Affiliations:

American Legion Post 794, East Alton, IL 62024
Aerospace District Lodge 837 1.A.M.A.W. Hazelwood, MO 63042

Additional On Line Training:

Hearing conservation
Safety
Hazard Communication
SAMS
Puridiom

References available upon request.

