

Nicholas Lee

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To obtain an entry level position in accounts receivable, where I can utilize my MS office application skills in combination with my military experience from the United States Navy.

Work Experience

Logistics specialist

US Navy - San Diego County, CA

August 2008 to August 2012

Logistic Specialist/US Navy, San Diego, CA 8-2008-8-2012

Fleet Logistic Specialist

- Maintained a command-wide budget and upkeep of command readiness.
- Responsible for maintaining an accurate inventory of a billions dollars' worth of equipment, parts and materials.
- Managed the receiving, procuring and shipping of all command wide materials and equipment.
- Kept accurate records of all materials bought, sold, shipped and received for budgeting and auditing purposes.
- Fostered a culture of continuous improvement within the deployment and execution of transportation and logistics processes, systems and policies.
- Ensured compliance with all statutory and financial requirements.
- Coached, and facilitated growth of direct reports, while also acting as a valuable resource in mentoring subordinates.
- Warehousing and material handling

Major accomplishments:

- Maintained billions of dollars worth of materials ship wide
- Assisted in passing of multiples Supply Management Certifications (SMC)
- Coordinated and led the ship's initial on load of every maintenance, food service, crew and miscellaneous materials
- Supervised up to 15 to 20 man working parties everyday
- Processed over 2500 lbs of crew mail during maiden deployment

Additional Notes: A consummate professional and team player, self-starter, assertive, people oriented, superior communication skills (both verbal and written), able to facilitate and lead individual and small group sessions, excellent organizational skills, organized, people friendly, amazing ability to work with people of diverse customs, traditions, and background, adept at multi-tasking, excellent leadership skills, quick learning ability, ability to be mobile, great physical abilities, self-motivated, punctual.

Education

Associates of Business Administration in Accounts receivable

ITT-Technical Institute
July 2014

Logistic Specialist School - Meridian, MS
2008

Customer service

Logistic Specialist and Storekeeper School

Skills

DATA ENTRY (4 years), DATABASES (4 years), EXCEL (4 years), LOGISTICS (4 years), POWERPOINT (4 years), Shipping Receiving, Supply Chain, Shipping

Additional Information

CORE COMPETENCIES AND ATTRIBUTES:

- Resource Allocation- Ensuring appropriate and accurate accounts receivable and payable and data entry.
- Computer Proficiency - MS Word, Publisher, Excel, PowerPoint, Adobe Professional, word processing, spreadsheets, databases, and computer inventory.
- Compliance- Preparing and managing logistics, monitoring expenditure and implementing remedial measures where appropriate.
- Supply Management- Managing and training staff in the operation of Logistics, Procurement, Quality Assurance, and Analysis systems.