

Tristin Allums

Production, Logistics, Administrative Coordinator

USMC Veteran

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Summary of Qualifications:

Experience in the areas of Warehouse Operations, Logistics, Inventory Control, Administration, Supply Chain Management, Production Control, Project Management, Aerospace Governance, Continuous Process Improvements, Infrastructure Support, and Policy Compliance across Government, Private, and Commercial Industries, Manufacturing, and Assembly.

Qualified Experienced in the area of Microsoft Office (Word, Excel, and PowerPoint), Microsoft Outlook, Jira, Google Docs Oral and written communication, presentation, negotiation, and organizational skills. Electrostatic Discharge Controls and procedures, Cleanroom Classifications, and ISO standards. Character traits include leadership, strong positive attitude, time management, multi-tasking, punctuality, honesty, integrity, and customer loyalty.

Education:

ASSOCIATE IN SCIENCE | June 2016 | College of the Canyons

- Major: Marketing

ASSOCIATE OF ARTS | December 2017 | College of the Canyons

- Major: English

Professional Experience:

SHIPPING AND RECEIVING OPERATIONS SUPPORT | CORPORATE AIR PARTS (CAPS) | JULY 2022-SEP 2022
VAN NUYS, CA

- Document initial receipt of all incoming Aircraft Parts, Emergency Inflatable Life Rafts, and tools requiring calibration and/or recertification to disseminate across the business for overhaul, repair, and annual inspection.
- Assist Shipping Department Lead with all responsibilities including coordinating with outside carriers for pick-up and delivery, preparing items for shipment according to company best standards and practices.
- Responsible for all written communication on behalf of the Receiving Department to colleagues, customers, and vendors.
- Process Purchase Orders, Sales Orders, and Repair orders for shipment, overhaul, repair, and administrative inquiries.
- Collaborate with sales, administrative, and repair colleagues to ensure customers needs are met as required per industry practices.
- Ensure daily warehouse opening procedures are followed as required by leads and supervisors.
- Currently enrolled in the Federal Aviation Administration's alcohol and drug program as required by employer.

PRODUCTION SUPPORT COORDINATOR | RAYTHEON INTELLIGENCE AND SPACE | 2017-2022
EL SEGUNDO, CA

- Schedule preventative maintenance and calibration for torque tools, electronic test equipment, temperature chambers, eye wash stations, crane hoists, freezers, and other devices and machines which support operations and engineering areas for Space and Airborne Programs required to meet certain customer, government, and company standards.
- Update and maintain monthly, quarterly, and annual documentation for the purpose of ensuring compliance and best practices are followed according to customer, government, and company policy.
- Assist Section Managers, Front Line Leaders, Production Line Leaders, Value Stream Leaders, Lab Managers, Engineers, Operators, and Technicians with all aspects of area infrastructure, water leaks, structural damage, addition of new equipment, and ordering paints, primers, solvents, bonding, and other production items.
- Accountable for Government and Company mandated audits, answering direct questions concerning best practices, company policy, customer and government issued directives.
- Responsible for coordinating and preparing initial setup of new Space and Production areas including scheduling I.T. support, outside vendors, facilities, janitorial, and ensuring area signage is accurate and area requirements, regulations, hazards, and safety guidelines are identified and displayed for area personnel.

PRIVATE CONTRACTOR | VOLT NETWORK SOLUTION | 2016-2017
EL SEGUNDO, CA

- Schedule site surveys to access current state of property assets for various Space and Military Operations Programs and create dynamic solutions to eliminate wasteful processes concerning accuracy of property asset locations.
- Responsible for the recovery of missing property assets and utilizing Operated Software Systems UPS (Uniformed Property System) and Omnitrol to provide real-time traceability of property assets in conjunction with R.F.I.D (Radio-Frequency Identification) tags.

SECURITY ADMINISTRATION ANALYST | AMERICAN NETWORK SECURITY | 2012-2016
LOS ANGELES, CA

- Maintained BSIS (Bureau of Security and Investigative Services) Guard Card, Firearm Permit, and California Identification for security professionals assigned to various posts in the Los Angeles area to meet California compliance standards.
- Responsible for ensuring Standard Operating Procedures were followed by security professionals concerning conducting patrols and providing V.I.P. escorts.

COMSUMABLE WAREHOUSE OPERATIONS MANAGER | UNITED STATES MARINE CORPS | 2010-2012
CAMP PENDLETON, CA

- Stored and marked fixed wing aircraft parts in an orderly and accessible manner using identification tags, electronic marking tools, and labeling equipment for military aircraft parts totaling 90 million dollars.
- Implemented continuous process improvement to reduce process waste and ensure best practices were maintained while conducting warehouse operations.
- Determined proper storage methods based on turnover and physical capabilities of facilities.
- Communicated with Item Managers and Commercial Couriers to expedite aircraft parts in a timely manner and provide up to minute tracking data via Microsoft Excel spreadsheets.
- Supervised and managed 17 junior military members' daily assignments such accuracy of stocking and inventory counts, ensured receiving protocols from commercial couriers were followed, directed flight line delivery instructions, oversaw customer service practices, and ensured safety guidelines were strictly followed to avoid injuries and damage to aircraft and aircraft parts.

SATELLITE SUPPLY OPERATIONS LEAD | UNITED STATES MARINE CORPS | 2008-2009
AL ASAD, IRAQ

- Responsible for the initial site survey, setup, and logistics for relocating 500 plus aircraft parts to the Al Asad, Iraq operations flight line to eliminate delivery times and appease customer needs.
- Responsible for weekly PowerPoint presentations to senior leaders providing results from implemented processes and providing new ideas which could increase customer satisfaction.

LEAD AVIATION SUPPLY OPERATIONS COORDINATOR | UNITED STATES MARINE CORPS | 2006-2010
CHERRY POINT, NC

- Responsible for the acquisition of high dollar aircraft parts from outside vendors for Fixed Wing Squadrons assigned to Marine Corps Air Station Cherry Point.
- Managed high priority aircraft parts reducing extended lead times and outsourcing low dollar value materials to government approved vendors.
- Supervised and managed 10 junior military members' daily activities, career development, and other work-related issues.
- Operated software systems Nalcomis (Naval Aviation Logistics Command Management Information System), R-Supply (Relational Supply), WebFLIS (Web Federal Logistics Information System), DLA (Defense Logistics Agency) to ensure inventory accuracy and verify materials were readily available for immediate delivery and reorder in order to reduce extended lead times and increase pilot flight hours.