ALEX CARTER

Richmond, VA | 202-555-0142 | alex.carter@example.com

PROFESSIONAL SUMMARY

Army veteran and logistics professional with military and civilian experience in inventory control, supply coordination and team training. Uses SAP/GCSS-Army, NetSuite and Excel to keep records accurate, improve handoffs and support dependable operations.

PROFESSIONAL EXPERIENCE

Logistics Coordinator | Example Logistics Group | Jan 2021 – Present

Hours per week: 40

- Coordinate inbound shipments and stock availability across warehouse, purchasing and customer service teams.
- Maintain 99% inventory-record accuracy through cycle counts and discrepancy reviews.
- Build Excel reports to track stock movements, open orders and resupply priorities.
- Introduced a receiving checklist that improved documentation consistency across shifts.

Unit Supply Sergeant | U.S. Army | Jun 2014 – May 2020

Hours per week: 40

- Maintained equipment accountability and unit supply records using GCSS-Army.
- Coordinated equipment issue, turn-in and routine resupply priorities.
- Trained four soldiers in inventory procedures, documentation and safe handling.

EDUCATION

Example State College | Bachelor of Science in Business Administration | May 2022

SKILLS

- Systems: SAP / GCSS-Army, NetSuite, Microsoft Excel
- Operations: Inventory control, shipment coordination, cycle counts, process documentation
- Leadership: Team training, cross-functional coordination

CERTIFICATIONS

Lean Six Sigma Yellow Belt | Example Training Institute | 2023