

Supply Management or Human Resource Associate



Nick Sheppard

Philadelphia, PA

Job Preferences:

Desired job title:	Supply Management or Human Resource Associate
Desired occupation:	Supply Chain Manager Supply Specialist Human Resources
Employment type:	Full time, Part time, Work from Home
Career status:	In School
Available to start:	03/2021
Additional notes:	I Will be relocating to the Philadelphia area. I don't have a specific date scheduled. I'm waiting to find the right opportunity to open up and will then make a rapid move. I have the housing covered, therefore, I can move rather quickly once the work is covered.

Education:

All-State Trucking School , Essington, PA

Commercial Driver's License Class A

American Intercontinental University

Bachelor program in Business Administration, Bachelor

Work Experience:

Equipment Records and Parts Specialist

United States Army

- * Supervised management of materiel support functions in stock control, accounting, procurement, inventory control and item financial management
- * Analyzed reports on supply and service support operations
- * Conducted inspections and provided technical assistance to storage activities
- * Assisted in development and preparation of operations information including plans, maps, sketches, overlays, and other data related to supply organization employment;

- * Performed liaison and staff duties in a supply and maintenance activity or in a command and staff logistics activity
- * Analyzed operations statistical data and reports to ascertain functional trends
- * Conformed to standards, directives with efficiency of operations
- * Responsible for the requisition, accountability, wholesomeness, and the safe storage of subsistence items for division size elements and larger
- * Reviewed material receipt and off-line document processing procedure
- * Served as principal NCO (unranked NCO) of supply and services operations
- * Planned and wrote LOIs for subsistence support for major field exercises
- * Ensured compliance with directives related to subsistence supply storage and distribution operations, including worldwide operations

* Managed the operation of a troop issue subsistence activity; supervised operation of organizations performing supply and related service operations such as decontamination, transportation, property disposal and commissary operations
 Military duties Continue Next Page...

- * Asked if bonuses would be better than promotion by Reserve Commander. Due to MOS specifications, I would have to change position and MOS as an NCO, but my efforts and ability the Commander didn't want to lose. Ft. Bragg denied me a transfer to Germany to keep me. The MOS was too short supply.
- * Supervised open and covered storage, receiving, classification, issue materials handling, supply locator systems, facility safety and supply security operations
- * Supervised development and preparation of operations information and related data to employment supply and service organizations
- * Established and maintained stock records and other documents such as accounting, supply reports as well as establish, maintain all automated and manual accounting records.

Assistant Manager

Burger King
 Management/Manager

- * Help with employee scheduling
- * Ensuring inventory counts are correct daily
- * Maintaining clean and comfortable guest service and experience
- * Ensure regulatory rules and laws are obeyed by all employees.
- * Open and closing duties completed each day. (i.e., floors, vents, grills are cleaned daily).
- * Maintain registers with ability to make change and counted after each shift.
- * Calculate and fill reports of shifts daily counts.
- * Counting the daily monetary intake and recording reports on YOY, monthly, weekly; to include product and cash flow reports as directed.
- * Top notch customer Experience, it's that experience that brings them back.
- * Staying happy and intermingle with customers as time permits. Other retail management includes Wawa Convenience Store and Deli

Tow-Truck Operator

Philly Auto Parts and Salvage

- * Provide towing and roadside assistance in a safe, professional, and timely manner, free of accident, injury, and damage
- * Submit accurate invoices and appropriate payment in time for processing
- * Maintain truck and equipment in a safe, clean surrounding environment, operating it in a safe and professional manner at all times
- * Consistently ensure quality customer service through professionalism, timely response, skill performance and courtesy
- * Provide daily reports and data sheets on all responses
- * Notified as top operator to be depended on.

State Certified Trainer

AAA Class A Driving School

- * Plan and organize daily classes per DOT Regulatory Instruction
- * Instruct and train students on hours-of-service law and regulations
- * Train Class A driving skills to students
- * Set up DOT training exercises per DOT Regulatory Instructions and Measurements
- * Fully exercise the determination of passing and failing of students without prejudice
- * Provide daily, weekly, and monthly reports for each student's progress and graduation probability

Owner Operator

Landstar Ranger

- * Planning, performing, and scheduling routine maintenance
- * Scheduling and routing Pickups and deliveries
- * All accounting and bookkeeping duties
- * Load and unload freight
- * Scheduling and routing plans to maximize on-time deliveries while following DOT laws

Other management and sales experience with high degree of direct interaction and reporting to upper management and close relationships with customers and clientele.

Language Skills:

n/a: English

Skills:

n/a: NCO, Effective communicator, Quickly, excels with new roles, Team member, collaborator, proven, integrity, dependability, motivates team members, Emotional Intelligence, Ability to Effectively, Meticulous, Detail
