

OLUDOLAPO OJUTIKU

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Supply Chain Manager and Navy Veteran with a Secret Security Clearance and 14 years of proven experience directing supply chain processes and logistical operations for an organization of 936 personnel. Accomplished measurable results leading teams of 52 personnel in dynamic, fast - paced environments. Possesses extensive experience managing global supply chain operations, controlling inventory, and collaborating with logistics directors to achieve organizational objectives. Managed risk upon multiple lines to protect people, assets, property, and equipment valued over \$86M while achieving the expectations of senior leadership. Demonstrates a comprehensive background in inventory control, budgetary management, quality control, customer service and supplier and vendor negotiation.

- Supply Forecasting
- Team Building
- Contract Negotiation
- Cross Functional Leadership
- Order Fulfillment
- Training and Development
- Written | Oral Communication
- Warehouse Space Management
- Record Keeping

EDUCATION | CERTIFICATIONS

Master of Public Health (MPH), Global Health (In process) | Liberty University

Bachelor of Arts, Child and Family Development | American Military University

Graduate Certificate, Public Health | Michigan State University

Office Manager/Administrative Services & Supply Chain Apprentice | U.S. Department of Labor

Lean Six Sigma Yellow Belt | Hazardous Materials (HAZMAT) Shipping

PROFESSIONAL EXPERIENCE

United States Navy – *Various Locations*

2003 – Present

Logistics Supervisor

- Conducted merchant research, identified new vendors, developed solicitations and obtained competitive pricing from qualified applications in accordance with DOD contracting source of supply via SBA and other sources– reduced supply chain costs by 18% in one year
- Built effective working relationships with vendors and partners; prepared and issued solicitation documents, negotiated contracts and grant agreements that benefitted government and maintained 100% compliance with applicable regulation
- Negotiated and acquired 5 cost-effective Blanket Purchase Agreement contracts annually and saved the Navy \$230K
- Devised short and long-range action plans to address wide variety of municipal needs; evaluated budgetary plans and current expenditures to project trends and recommend updates
- Oversaw the credentialing for site employees, consultants, and subcontractors that resulted in 12% process improvement
- Managed a yearly budget of \$780K, tracked and approved procurement plans for standard and specialized items and ensured inventory levels never fell below 70% to maintain company operational readiness
- Developed monthly reports and provided updates to C-Suite, Directors, and Managers on project timelines, corporate metrics, and productivity measurements
- Supervised logistics procedures, daily workflow processes and employee performance; implemented processes that improved workplace efficiency by 23%
- Coordinated and monitored inbound and outgoing deliveries, updated company databases when shipments were delayed or received, and maintained 100% accountability of all orders
- Review requisition package/Open purchase requests for adequacy, consistency, and compliance with FAR, FIAR, administrative, regulatory, and procedural requirements
- Identified cost-savings opportunities and implemented processes that improved productivity and saved the company \$30K annually

Logistics Manager

- Tracked inventory, conducted cycle counts and audits utilizing DPAS and ERP systems and resolved issues to maintain records with 100% accuracy
- Inspected incoming supplies to verify compliance with material specifications and ensured quality standards

Logistics Manager, Cont.

- Studied problem-solving concepts, utilized quantitative methods, techniques, and approaches to facilitate decision making processes and improved departmental efficiency by 12%
- Ensured 100% compliance to Environmental Protection Agency (EPA) regulations and policies regarding the handling, repair, and disposal of hazardous materials and devices
- Completed quarterly inventory audits, managed stock levels, updated inventory databases and reports via DPAS upon the receipt of new shipments, and saved the organization \$17K by preventing excess supply purchases
- Addressed supply chain bottlenecks early and improved strategic planning by incorporating Theory of Constraints for continuous improvement methodology and reduced shipment delays by 15%
- Examined incoming to verify quantity and quality and returned damaged product and equipment to suppliers and recouped \$18K in refunds or product replacement

Logistics Specialist

- Organized and maintained index location of \$26B in aviation tools for retrieval by various work centers and applied Six Sigma methodologies to improve workplace efficiency
- Prepared inventory for shipment by attaching tags and labels, preparing shipment documents, and securing products on pallets
- Inspected, maintained, and cleaned \$16K in tools and improved tool lifetime by 8%
- Tracked inventory, conducted cycle counts and audits, resolved shipping issues, and maintained records and databases with 100% accuracy

Personnel Clerk | Human Resources Assistant

- Performed onboarding for 120 new employees, received, filed, and processed paperwork and documents with 100% accuracy
- Ensured 100% compliance with payroll-related policies, procedures and regulations and maintained strict adherence to company and government fiscal policies
- Reviewed, investigated, and corrected errors and inconsistencies in employee financial entries, documents, and reports and resolved \$75K in payroll errors
- Conducted background investigations for personnel security clearances, collaborated with investigating agencies to close investigations
- Maintained confidentiality for records of information and material pertinent to open investigations and properly disposed of information according to Privacy Act regulations

NOTABLE AWARDS

Navy and Marine Corps Achievement Medal (2) |

TECHNICAL COMPETENCIES

Software: Microsoft Office Suite |
 NVIVO Data Analysis |
 SPSS Data Analysis |
 Fastdata financial Management |
 Command Financial Management Systems (CFMS) |
 Defense Property Accountability System (DPAS) |
 SAP/ERP |
Operating Systems: Microsoft Windows |