

PELENATETE DOLY

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LOGISTICS OPERATIONS

Logistic Specialist and United States Army Veteran leveraging years of experience in supporting organization objectives independently and as a part of a team to identify training requirements. Adept at leading teams in a dynamic, fast-paced environment. Acquired a comprehensive background in business, logistics, and computer science. Managed installations, personnel, information, critical resources, key assets, and critical infrastructure valued at \$1M while managing risk, safety, and quality assurance with a career supported by an Active Secret Security Clearance.

- Supply Chain Management
- Team Building
- Personnel Management
- Emotional Intelligence
- Project Management
- Training | Development
- Systems Improvement
- Adaptability
- Budgetary Planning
- Time Management
- Effective Communication
- Problem-Solving

KEY HIGHLIGHTS

Equipment Management – Served as subject matter expert in equipment management for global operations. Demonstrated leadership in numerous multinational operations by creating support plans, projects, and personnel oversight.

Leadership and Supervision – Identified and solved problems as the point of reference and subject matter expert for improving operations and productivity. Skilled at developing and cultivating key relationships and establishing effective collaborations.

Training and Development – Analyzed organizational training needs to determine planning and development of new ideas, and executed constructive exercises; prepared and presented, well-organized and logical intelligence briefings to leadership.

Customer and Personal Service – Knowledge of principles and processes for providing customers and personal service. This includes customer needs, assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

PROFESSIONAL EXPERIENCE

United States Army | Various Locations 2020 – Present

Logistic Specialist

Maintained complete accountability for routine and high-dollar items, ensuring proper documentation and tracking of all items through organizational property management systems.

- Performed comprehensive inventory management and control for cyclic, sensitive, and returned items; maintained stock locator system and administered document control procedure
- Operated material handling equipment including the forklift; and coordinated equipment maintenance and testing efforts, as well as equipment and inventory transfers to and from other branches of the organization
- Inventoried more than \$1M worth of equipment with 100% accuracy and conducted monthly cyclic inventories of equipment, and performed duties with automated applications

CERTIFICATIONS

OSHA Certified Forklift Training Course | Army Maintenance Tracking System

TECHNICAL COMPETENCIES

Software: Microsoft Office Suite 365 (Word, Excel, PowerPoint, Office) | Google Workplace

Operating Systems: Microsoft Windows

Language (Fluent): English | Samoan