

MILES ADAMS

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LOGISTICS PROFILE

Accomplished in developing effective processes and directing complex logistics functions for multimillion-dollar projects. Excel at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, materials, and resources. Advanced expertise in reviewing invoices and shipping manifests to ensure full compliance with local customs and international regulations. Track record of identifying redundancies and maximizing available resources to streamline operations. Proficient in a variety of logistics and supply management software, both proprietary and commercial.

AREAS OF EXPERTISE:

- Distribution Management
- Quality Assurance
- Inventory Control Processes
- Continuous Process Improvement
- Vendor Relations
- Transportation / Materials Handling
- Standards & Procedures Compliance
- Training and Leadership

PROFESSIONAL EXPERIENCE

UNITED STATES AIR FORCE

1996 – 2006

Logistics/Distribution Supervisor, Travis AFB, California, 2004 – 2006

Directed six-member team to develop the most efficient routing system for \$70 million in supplies and equipment. Monitored all transportation operations, including quality controls, to ensure transportation services met contract obligations. Served as transportation liaison between various organizations and countries. Oversaw dispatching, routing, tracking, and shipping activities to ensure safe, prompt, and accurate delivery of transportation equipment. Trained and coached staff on new tracking procedures.

Key Achievements:

- Achieved 99.5% average delivery rate on all assignments with no loss of materials or assets.
- Identified and corrected efficiency bottlenecks, which saved \$1.2 million and resulted in faster, more accurate supply shipments.
- Played an integral role in creating new automated method for property tracking procedures to increase accuracy and accountability.

Logistics Specialist, Germany, 2000 – 2004

Collaborated with and supported Logistics Manager in overseeing up to \$60 million in equipment and supplies shipped worldwide to support a wide range of projects. Assured proper authorization for all shipments; oversaw tracking and monitored activities. Accountable for \$40 million in property, equipment, and supplies.

Key Achievements:

- Key player on team that consistently exceeded stated objectives on all projects.
- Led smaller teams in developing effective stocking and inventory-management systems to minimize loss and maximize performance.

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Logistics Team Leader/Member, Fairchild AFB, Washington, 1996 – 2000

Coordinated with staff regarding relocation and transportation arrangements. Prepared documentation and coordinated transport of resources and materials. Marked and labeled freight, documented and inventoried cargo, prepared and submitted reports and documentation. Maintained accurate records and managed office correspondence.

Key Achievement:

- Earned multiple awards for quality and dedication of performance in rapidly changing, fast-paced environment.

EDUCATION & TRAINING

Associate of Applied Science – 2004

COMMUNITY COLLEGE OF THE AIR FORCE

Professional Development:

- ♦ Advanced Logistics Management
- ♦ Distribution Operations
- ♦ Leadership & Supervisions
- ♦ Advanced Inventory Management
- ♦ Standards and Procedures Compliance
- ♦ Diversity Training