



MCKIY HEWITT

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Summary

Professional, highly disciplined Supply Administration Operation Specialist with acute knowledge and understanding of various types of manufacturing and supply chain management. Excellent leadership skills to motivate teams and handle and delegate responsibilities. National Security student with background in Logistics and Information Technology Management. Strong technical proficiency with work history in Supply Chain Procedures and Operation. In-depth knowledge of Oracle coupled with Procurement and Property management abilities. Proven history of leadership and knowledge based skills.

Skills

- Leadership
- Planning and coordination
- Organizational skills
- Teambuilding
- First Aid/CPR
- Planning
- Work ethic
- Analytical
- Time management
- Team management
- Clerical
- Troubleshooting
- Flexible
- Basic math

Experience

United States Marine Corps | Mount Vernon, NY

Supply Administration Operation Specialist

09/2014 - Current

- Generated and managed maintenance records for services requested and performed.
- Audited material inventory to identify serviceable, unserviceable and repairable items with unknown serviceability, reconciled items against DoD stock numbers on file and sorted and redistributed to designated yards.
- Validated surplus stock and facilitated return of excess, unopened, recoverable and repairable materials as well as scrap to assigned sort yards.
- Maintained accurate records and provided traceability of documentation by applying required inventory management accounting and control systems.
- Advised units during excess material sorting, packaging and turn-in processes based on item serviceability.
- Tracked data to forecast requirements and determine appropriate reorder points for optimal inventory levels.
- Purchased, coordinated and distributed materials necessary for maintenance functions and used by area personnel.
- Set and administered supply budgets and tracked all expenses.
- Directed material control and accounting input data processing and evaluated output documents from supply systems.
- Diverted or located supplies for emergency response such as disaster relief.
- Established and supervised highly collaborative supply operations team

while also delivering training in supply admin procedures.

- Oversaw contractual deliverables and closeouts.
- Drove improvements in logistics operations and supply accountability by analyzing supply policies, strategies and processes to identify inefficiencies.
- Verified adherence to performance requirements through audit tracking.
- Enhanced supply chain processes at all levels, including strengthening planning procedures, organizing schedules and maintaining records.
- Implemented clear and effective planning strategies to meet supply chain needs, meet demand and optimize distribution.
- Put in brand new SIF equipment and monitored operations to track and optimize enhancements.
- Facilitated and enhanced company operations by handling all aspects of supply chain management, including procurement, logistics and recordkeeping.
- Conducted vendor monitoring and supply chain management activities in compliance with internal logistics standards.
- Leveraged knowledge of global economics and marketing mix to develop pricing strategies, promotions and select distribution techniques and channels.
- Fostered relationships with suppliers to develop purchasing agreements with logistics customers and reduce risks.
- Built upon supply chain management fundamentals to understand sourcing and supplier management and influence of electronic mediated environments.
- Kept production quality, compliance and transportation consistent and in accordance with operational specifications.
- Sourced, vetted and monitored logistics vendors to keep costs and service quality in line with contract parameters.
- Utilized established manufacturing approaches to maximize efficiency and productivity.
- Administered sales and operations planning by forecasting demand, supply needs, purchasing and logistics requirements.
- Stocked new items in supply room, ensuring deliveries conformed to purchase orders as to quality and quantity.
- Upheld established supply demands by checking inventory and re-ordering at specific levels.
- Completed assignments on-time and under budget.
- Responded to personnel queries and troubleshooting requests to provide repair services to improve operations.
- Requisitioned supplies and equipment for cleaning and maintenance functions.
- Notified management about necessary repairs or professional service needs for building operating systems.
- Identified problems during daily work inspections and addressed concerns.

Education and Training

Berkeley College | Woodbridge, NJ

Bachelor of Science in National Security Studies

- Concentration in Information Technology Management

Nellie A. Thornton High School | Mount Vernon, NY
High School Diploma
06/2014

Supply Basic Course | Camp Johnson, North Carolina
Basic Supply School in Supply Administration
03/2015

Certifications

- Forklift Operator License - 2018