

Mateusz Cole

Associate Supply Chain Specialist, Repair Management

☎ (817) 555-2846 ✉ mateusz.cole@example.com

🌐 linkedin.com/example/mateuszcole 📍 Arlington, TX 76010

STRENGTHS

- ⚙️ **Repair lifecycle ownership**
Kept repairable assets moving from induction through return delivery. A clear status trail helped teams act sooner.
- 👥 **Supplier coordination**
Turned repair capability and capacity details into useful sourcing input. Colleagues often sought help with difficult vendor follow ups.
- 📊 **Record accuracy**
Reconciled serial numbers, shipments, ownership, and database status before transfers. That careful pause prevented avoidable release issues.
- 🕒 **Deadline management**
Handled concurrent repair actions under firm dates. A practical priority list kept customer commitments visible during busy periods.
- 💬 **Stakeholder communication**
Converted repair status into concise Excel and PowerPoint updates. Program contacts gained a dependable view of constraints and next actions.

SKILLS

Supply chain experience

Repair management

Overhaul orders

Warranty workflows

Inventory systems

Database applications

Asset tracking

Supplier coordination

Quote support Delivery resolution

KPI tracking Material movement

SUMMARY

Associate supply chain professional with four years of aerospace experience supporting **component repair**, overhaul, warranty activity, modifications, inventory coordination, supplier communication, and customer order fulfillment. Manages repairable assets from induction through authorized **repair source movement** and return delivery, preserving accurate ownership, status, shipment, and customer order records. Coordinates quote support, supplier capability reviews, delivery issue resolution, and post production supply inquiries with program, logistics, procurement, quality, and customer service stakeholders. Uses Microsoft Excel, Outlook, PowerPoint, Word, **inventory management systems**, and database applications to track repair order performance against KPIs and program targets. Performs calmly under firm deadlines, balancing independent assignments with team based execution. Brings practical **aerospace sustainment** knowledge and supply chain education to support reliable repair operations and clear stakeholder decisions.

EXPERIENCE

Supply Chain Specialist, Aerospace Repair Operations

Redstone Aviation Services 📅 July 2024 - Present 📍 Grand Prairie, TX

Owns aerospace **component repair** activity across induction, vendor repair, status control, **material movement**, KPI review, and customer return delivery. Partners with procurement, logistics, program, and repair source teams while protecting asset records and customer commitments.

- Managed aerospace **repair orders** from induction through vendor repair and customer return, preserving asset ownership records.
- Coordinated carcass and **supporting material** movement with approved repair sources, logistics teams, and program contacts.
- Reviewed open orders against turnaround targets and KPIs, escalating aging actions with supplier recovery details.
- Prepared quote request packages from repair history, part data, and supplier capability information for sourcing decisions.
- Resolved post production supply inquiries by tracing order, shipment, and inventory records across stakeholder systems.
- Built Excel trackers and **PowerPoint** reviews, keeping **Outlook** updates and controlled database records current.

Supply Chain Coordinator, Component Logistics

Lone Star Component Logistics 📅 June 2022 - June 2024 📍 Irving, TX

Coordinated aviation component repair, overhaul, warranty, and modification activity across customer orders, inventory records, shipment documentation, and supplier communications. Managed concurrent deadlines independently and collaborated with quality, procurement, customer service, and repair teams on exceptions.

- Coordinated **component repair** transactions, maintaining milestones, serial numbers, shipment documents, and vendor acknowledgments.
- Reconciled physical asset movement with inventory database status before transfers between warehouse and repair locations.
- Processed **warranty** and modification updates, routing documentation exceptions to quality, procurement, and customer service.
- Managed supplier follow ups across concurrent orders, prioritizing promised dates, capacity, and **customer delivery** needs.
- Compiled repair capability and **capacity** data, helping sourcing teams identify suitable component service providers.
- Produced Word documents, **Excel** reports, Outlook correspondence, and PowerPoint briefings for **supply chain** reviews.

Supply Chain Assistant, Aerospace Orders

Microsoft Excel Microsoft Outlook

Customer inquiries

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Supply Chain Specialist,
Aerospace Repair Operations at
Redstone Aviation Services (2.2
Years)

● Supply Chain Coordinator,
Component Logistics at Lone
Star Component Logistics (2
Years)

● Supply Chain Assistant,
Aerospace Orders at Metroplex
Aerospace Supply (7 Months)

Metroplex Aerospace Supply 📅 October 2021 - May 2022 📍 Fort Worth, TX

Supported aircraft component order administration through repair request entry, customer asset validation, inventory **tracking**, supplier communication, and delivery status preparation. Maintained traceable records for repair, warranty, and modification activity during high volume periods.

- Entered repair requests and validated customer asset details, creating traceable records for component orders.
- Tracked repairable parts through an inventory management system, flagging shipping and status mismatches before release.
- Prepared customer updates from supplier status, expected completion dates, and transportation milestones.
- Organized repair source documentation and capacity data for senior specialists evaluating component routing options.
- Maintained Excel logs for open orders and delivery dates, documenting supplier commitments through Outlook.
- Balanced independent record assignments with team deadlines, preserving accurate files during high volume periods.

PROJECTS

Repair Order Performance Dashboard 📅 2024

Built an Excel based review tool for open repair orders, supplier status, turnaround targets, delivery dates, and KPI exceptions. Gave program stakeholders a clearer view of aging actions and recovery priorities.

Customer Asset Record Reconciliation 📅 2023

Standardized review of serial number, shipment, inventory, and ownership records across repairable component movements. Reduced uncertainty during transfers between warehouses, customers, and authorized repair sources.

LEADERSHIP & AWARDS

- Recognized by supply chain leaders for dependable repair order follow through and clear stakeholder updates.
- Selected to prepare recurring repair reviews, translating supplier status and KPI exceptions into practical actions.
- Earned team trust for resolving delivery record discrepancies under firm customer deadlines.

EDUCATION

Bachelor's Degree in Supply Chain Management

University of Texas at Arlington 🎓 GPA: 0 📅 2021 📍 Arlington, TX

Coursework: Inventory management, procurement, logistics, operations management

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2023
- Supply Chain Fundamentals Certificate 📅 2022

TECHNICAL SKILLS

- **Microsoft Office:** Excel, Outlook, PowerPoint, Word
- **Inventory Systems:** Inventory databases, asset records, stock status
- **Repair Management:** Repair orders, overhaul orders, warranty orders
- **Aerospace Sustainment:** Component repair, aircraft parts, military transport programs
- **Supply Chain Operations:** Order entry, order tracking, customer delivery
- **Supplier Management:** Supplier capability, supplier capacity, vendor acknowledgments
- **Material Logistics:** Repairable carcasses, supporting material, shipment documentation
- **Data Analysis:** KPI tracking, turnaround targets, status reporting
- **Customer Support:** Quote requests, supply inquiries, delivery issue resolution
- **Document Control:** Serial number records, ownership records, transaction records
- **Presentation Tools:** Excel trackers, PowerPoint briefings, Word documentation

- **Work Coordination:** Program stakeholders, repair sources, logistics teams

PROFESSIONAL AFFILIATIONS

- Aerospace supply chain collaboration with repair sources, logistics teams, procurement, and program stakeholders.
- Cross functional partnership with quality, customer service, and supplier contacts supporting repair and warranty activity.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST