

Dominic Dillon

Logistics Analyst

📞 (256) 555-3917

✉️ dominic.dillon@example.com

🌐 linkedin.com/example/dominicdillon

📍 Huntsville, AL 35806

STRENGTHS

- ✔️ **Inventory Accuracy**
SAP counts and physical audits stayed connected. That habit helped teams trust material records before scheduled work.
- 📅 **Schedule Control**
MS Project trackers made milestones and delays visible. Program conversations became more focused when actions had owners.
- ♥️ **Safety Documentation**
Test preparation records covered materials, personnel, and procedures. Careful files gave reviewers confidence during regulated work.
- 👥 **Cross Functional Coordination**
Engineering, warehouse, safety, and vendors stayed connected through clear updates. Colleagues often sought help with difficult follow up.
- ➦ **Technical Reporting**
Concise reports turned inventory, cost, risk, and schedule details into useful decisions. Leaders received information they could act on.

SKILLS

Logistics analysis

Project coordination

Inventory management

Explosives testing logistics

Hazardous materials

Production tracking MS Project

Smartsheet Primavera

Microsoft Office Suite SAP

Oracle ERP systems

DoD processes Technical writing

SUMMARY

Logistics analyst with four years supporting regulated defense program operations across project coordination, inventory control, production tracking, testing logistics, and audit ready documentation. Coordinates engineering, warehouse, logistics, safety, vendor, and **program stakeholders** through clear status reporting and organized follow through. Uses MS Project, Smartsheet, **Microsoft Office Suite**, SAP, and ERP records to track schedules, milestones, resources, costs, budgets, inventory, and action items. Supports hazardous material workflows, **physical inventory audits**, material reorder activity, test preparation, safety records, technical reports, and **classified environment practices**. Familiar with ATF, DOT, ITAR, government reporting, DoD processes, environmental requirements, and safe storage, handling, and transportation protocols. Brings practical analysis, deadline control, careful documentation, and collaborative communication to mission focused logistics operations.

EXPERIENCE

Logistics Analyst

Redstone Program Support 📅 August 2024 - Present 📍 Huntsville, AL

Coordinates regulated defense testing and production support across material readiness, **project controls**, inventory accuracy, safety records, stakeholder actions, and administrative reporting. Connects engineering, warehouse, logistics, safety, vendors, and program leadership while keeping operational information ready for review.

- Aligned SAP material records with physical counts, resolving controlled inventory variances before scheduled testing.
- Built **MS Project** schedules for milestones and resources, giving program managers earlier visibility into delays.
- Prepared test equipment, personnel actions, and safety records, producing clear **pre test** and **post test** reports.
- Maintained training, certification, audit, and hazardous material records for regulated **production** and testing activities.
- Issued concise status reports covering **inventory**, costs, schedules, risks, and stakeholder actions for program reviews.
- Connected warehouse, engineering, safety, and vendor contacts, turning follow up conversations into visible action records.

Program Logistics Coordinator

Patriot Operations Services 📅 October 2022 - July 2024 📍 Madison, AL

Supported defense program logistics through inventory management, production material coordination, administrative control, project tracking, compliance documentation, and technical reporting. Worked across warehouse and technical teams to protect schedule commitments and maintain review ready records.

- Monitored ERP **stock levels** and initiated reorder actions, protecting production schedules from material shortages.
- Reconciled inventory discrepancies through **warehouse** research and physical checks, improving confidence in system balances.
- Updated project trackers for **milestones**, budgets, **deliverables**, and resources, surfacing conflicts for timely review.
- Recorded program meetings with agendas, notes, and action owners, keeping **engineering** and vendor commitments visible.
- Organized hazardous **material** movement records around DOT, ATF, ITAR, and site safety requirements.
- Drafted risk notes, technical reports, inventory summaries, and compliance files for program audits and reviews.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Logistics Analyst at Redstone Program Support (2.2 Years)
- Program Logistics Coordinator at Patriot Operations Services (1.8 Years)

PROJECTS

- Controlled Materials Readiness** 📅 2025
Improved readiness visibility by connecting SAP inventory records, physical audit findings, reorder actions, safety documentation, and stakeholder follow up. Accurate information matters when safe preparation supports dependable mission execution.
- Defense Test Administration** 📅 2024
Structured test preparation records across equipment, materials, personnel, milestones, and post test reporting. Clear coordination helps technical teams focus on safe work and gives program leaders reliable status information.

LEADERSHIP & AWARDS

- Recognized by program leadership for dependable inventory reconciliation and audit ready documentation.
- Selected by peers as a trusted coordinator for test preparation records and stakeholder follow up.
- Commended for clear technical reports supporting schedule, safety, and compliance reviews.

EDUCATION

Bachelor's Degree in Business Administration
University of Alabama in Huntsville 🎓 GPA: 4.0 📅 2022 📍 Huntsville, AL
***Coursework:** Project management, operations management, business analytics, supply chain management*

CERTIFICATIONS

- Microsoft Project Fundamentals 📅 2022
- SAP S/4HANA Business Process Fundamentals 📅 2023

TECHNICAL SKILLS

- **Project Management Software:** MS Project, Smartsheet, Primavera
- **Office Productivity:** Microsoft Office Suite, Word, Excel
- **Inventory Platforms:** SAP, Oracle, ERP systems
- **Inventory Control:** Physical counts, stock levels, reorder actions
- **Project Controls:** Milestones, deliverables, budgets
- **Hazardous Materials:** Explosives, storage, handling
- **Regulatory Requirements:** ATF, DOT, ITAR
- **Government Processes:** DoD processes, government reporting, classified environments
- **Safety Compliance:** Safety protocols, environmental compliance, training records
- **Testing Operations:** Test preparation, setup records, post test reports
- **Production Operations:** Production tracking, manufacturing processes, resource use
- **Documentation Systems:** Audit records, certification records, technical reports

PROFESSIONAL AFFILIATIONS

- Defense logistics professional network participant, sharing practical approaches for inventory and program coordination.
- Huntsville operations community participant, building working relationships across engineering, warehouse, safety, and vendor teams.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST