

MICHAEL A. EDWARDS

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PROFESSIONAL SUMMARY

A results driven professional with 20 years of military service and an active DoD security clearance. Possesses extensive knowledge in logistics, operations and project management, warehouse management, and 10 years of maintenance, asset management, logistics, and data analysis using SAP systems. Accomplished measurable results while leading interdisciplinary teams in high-pressure, high-tempo environments, and producing deliverables on schedule within required parameters. Possess a comprehensive background in supply chain management, logistics development, quality management, medical logistics, maintenance management and distribution derived from conducting domestic and global operations. Possess extensive knowledge and experience in medical and non-medical ERP systems. Recipient of multiple awards for distinguished performance and exceptional professionalism.

SKILLS

Root Cause Analysis | Capability Gap Analysis | Data Analysis | Operations Management | Troubleshooting
Supply Chain Management | Conflict Resolution | Process Improvement | Logistics Analysis | Critical
Thinking | Warehouse Management | Product Lifecycle Management | Maintenance Management | Team
Collaboration | Microsoft Office Suite | Project Management | Human Capital Management
Client Satisfaction | Requirements Gathering | Risk Mitigation | 3PL | Reverse Logistics | SAP MRP

Professional Training

Received certification in Enterprise Resource Planning (ERP) integrated management of core business processes using business management software that organizations can use to collect, store, manage, and interpret data from various business activities.

SAP Certified Associate Business Process Integration SAP S4/HANA 2020

JUN 2023

Saint Michael's Learning Academy

- Obtained SAP Functional Consultant/Analyst training concentrating in the business process areas of Warehouse Management, Production Planning, Enterprise Asset Management, and Project Systems.
- Acquired training in the: QM, SD, HCM, EAM, MM, FI, PS, PP, CO, WM and EWM SAP modules.
- Knowledge of the organizational structures for each module employed in each business process.
- Learned how to analyze and solve complex business struggles utilizing SAP automated systems by performing SAP case studies and practical exercises.

PROFESSIONAL EXPERIENCE

U.S. Army, El Paso, TX

Nov 2021-Present

Sr. Logistics Operations Manager

Coordinated with staff members to manage workflow, ensuring logistics functions were processed into the correct support systems aimed at capturing, detailing, and compiling information supporting over 7,000 personnel. Drove lateral company-wide communication and collaboration through employee engagement.

- Developed and supplied reports to executive leadership regarding process improvement, operational requirements, and strategies pertaining to local emergencies and international conflicts.
- Analyzed trends and reports to ensure cost estimates, service, and products are in compliance with company policy. Documented and scrutinized any deviances from established standards.
- Advised management and leadership on policy and program matters, making, or recommending appropriate action plans for solving problems.
- Drove process improvement and interoperability using reports, interfaces, conversions, enhancements, forms (RICE-F) and training documentation to ensure sustainment systems support.

U.S. Army, Tongduchŏn, South Korea
Operations Manager

Oct 2020-Nov 2021

Managed the logistics, maintenance, communications, and human resources departments of an organization and executed business processes and functionalities required to support the company. Collaborated on special projects, audits, and process improvement analysis under tight deadlines.

- Championed change management procedures within the company using data from reports, KPIs, and input from team members.
- Managed and developed seven team leads through coaching, mentorship and performance appraisals.
- Developed tracking systems and reports to determine glide path status and future forecasting of objectives through continual process improvement.
- Analyzed emergent situations using critical thinking to develop rapid, initiative-taking decisions.

U.S. Army, Tacoma, Washington
International Logistics Advisor

Oct 2019-Nov 2020

Advised, mentored, and trained domestic and allied nations personnel on aspects of medical logistics processes, medical threat assessments and mitigation, contract requirements, quality management, and operations management. Possessed an elevated level of integrity toward international policies, safety regulations, critical information and maintained strict adherence to established timelines.

- Utilized 3PL and reverse logistics for distribution and return of goods to and from internal and external partners and customers.
- Planned, directed, and designed training requirements and operations for a multinational workforce.
- Accountable for fiscal, maintenance, logistical, and personnel records to provide reports to executive leadership for scheduling and planning purposes.

U.S. Army, Tacoma, Washington
Senior Logistics Consultant

Aug 2017-Oct 2019

Consulted on the functional areas of medical logistics and medical maintenance using ERP systems for an organization consisting of over 12,000 personnel. Coordinated throughout multiple departments and service management areas to provide policy, regulation, and guidance among all staff levels.

- Conveyed technical data to executive leadership on system changes and the implementation of innovative programs.
- Wrote new policy specific to work-load distribution and hour tracking for maintenance personnel.
- Collaborated on a US Army wide project for integration of medical material and equipment into an existing ERP system for all logistical and maintenance functions using SAP Solutions.
- Facilitated training workshops and seminars for logistics professionals and business process users creating a network of subject matter experts throughout the region.

U.S. Army, Oak Grove, Kentucky
Warehouse Manager

May 2014-Aug 2017

Leveraged skills in asset management, human capital, and extended warehouse management to support the operational and functional needs of all departments within the organization. Coordinated the picking, storage, receiving, dispatching, security, maintenance, sanitation, and all administrative functions.

- Managed 70 personnel in warehouse operations improving productivity while minimizing asset loss and safety incidents.
- Employed proactive composite risk management procedures to train personnel in risk mitigation.
- Conducted monthly, quarterly, and yearly inventories and location surveys to maximize asset utilization and customer demand satisfaction.

U.S. Army, Oak Grove, Kentucky
Procurement Specialist

Dec 2012-May 2014

Prepared proposals, requests for quotes, purchase orders and agreements, and issued purchase orders and agreements. Identified key suppliers and negotiated purchase terms and conditions while making sure their materials and products meet the company's specifications.

- Monitored supplier performance and resolved issues and concerns by employing excellent communication, interpersonal, and negotiation skills.
- Utilized Material Requirements Planning to proactively predict materials and supplies needed for monthly and quarterly operations.
- Evaluated products and suppliers according to key business criteria ensuring the success of internal project teams.

U.S. Army, Fairbanks, Alaska
Logistics Supervisor

Jul 2008-Dec 2012

Supervised and coordinated warehouse activities and operations within the warehousing division including the receipt, storage, and distribution of equipment and supplies. Ensured an adequate inventory of equipment, materials, parts, and supplies. Conducted training and evaluations for logistics personnel and provided highly responsible staff assistance to the Manager of Logistics.

- Built and maintained relationships by communicating with carriers, suppliers, and brokers involved in the shipping and delivery of products.
- Maximized the usage of warehouse space by maintaining organized and accurate material control records and forecasting future material requirements based on historical records.
- Utilized ERP systems to input and monitor workflow status and information to identify, analyze, and solve logistical problems.

U.S. Army, San Antonio/Killeen, Texas
Logistics Specialist

Jul 2003-Jul 2008

Assisted in the warehousing, shipping, and receiving operations for the company. Oversaw the receipt, storage, and transportation of refrigerated products and hazardous materials. Performed physical inventory, location survey, and quality control warehouse functions.

- Worked in the receiving, storage, shipping, and customer service areas of the warehouse to gain a thorough understand of warehouse operations.
- Utilized ERP systems to accurately track incoming and outgoing shipments to ensure customer demand satisfaction.
- Coordinated with other warehouse sections to promote accurate and timely processing of customer orders.

EDUCATION

Bachelor of Business Administration
University of Texas El Paso

Anticipated Grad Yr.-2025

CERTIFICATIONS

Project Management Professional
Saint Michael's Learning Academy

Anticipated Grad Yr.-2024

SAP S4/HANA 2020
Saint Michael's Learning Academy

June 2023

Demonstrated Logistician
International Society of Logistics (SOLE)

October 2016