

Niurka Castaneda
19050 SW 125 AVE, MIAMI, FL 33177
CELL: (786) 532-3064
niurkajobs@gmail.com

Seeking a Logistics Operations or Supply Chain Logistics position where my demonstrated skills in marketing, administration and supply chain can be used to increase profitability to grow the company and further develop myself.

Summary of Qualifications:

Skilled, detail-oriented Logistician with a solid background overseeing the procurement, distribution, maintenance and upkeep of multimillion-dollar inventories. Experience managing storage and transport of a wide array of equipment across multiple sites and global locations. Highly analytical and detail oriented; experienced at creating and maintaining complex, detailed filing systems and electronic spreadsheets, and conducting thorough inventory audits. Strong potential for management position as demonstrated by experience supervising, training and coaching employees across diverse inventory and supply chain environments. Accomplished communicator, able to interface with cross-functional departments, management, co-workers and vendors to ensure 100% inventory accuracy. Bilingual: Spanish & English

Work Experience:

AMOR umbrella Media Co. (UHTV/ Founders Time Podcast /Umbrellas Splash Magazine) Miami, FL 02/2018 - Present /Multi Media Production

Produces audio-visual products for items like short films, commercials, and audio and video messages for television, radio and online formats. Brainstorm subject matter and choosing topics for videos, writing scripts and titles, editing audio or video footage for media projects. Manages all daily tasks including marketing, budgeting, purchasing, inventory tracking, negotiation, successful product procurement and oversight. Strong critical thinking skill-set, experience and capability to grasp and solve problems quickly and thoroughly by identifying challenges and solutions.

Supply Chain Dialogue / Miami, FL 08/2020 - 09/2020 Supply Chain Marketing Management (Internship)

Manages all daily social media channels about supply chain and current events topics. Strong critical thinking skill-set, experience and capability to grasp and solve problems quickly and thoroughly by identifying challenges and solutions.

FEMA (Reservist) 08/2017 - 12/2019 Census / Miami, FL 07/2020 - 09/2020 Supply Chain Tech Census Field Supervisor (Temporary) Reviewed, entered and tracked requests, monitored and placed orders, and reconciled discrepancies as directed.

Miami Veteran Affairs Medical Center / Miami, FL 08/2018 - 10/2018 Supply Chain Tech

Provided guidance, oversight and evaluation of the supply and services programs, in addition to property management procedures for government supplies and equipment to technicians and serviced offices, units and management, during tenure of employment.

V.A. Work Study 04/2017 - 12/2017 VITA I.R.S. (Voluntary) 01/2018 - 05/2018 Office Assistant Tax preparer

Reviewed, entered and tracked requests, monitored and placed orders, tracked shipping status and reconciled discrepancies as directed.

AKIMA LLC / Okinawa, Japan 09/2011 - 09/2016 Logistic Management Analyst Specialist

Expert knowledge in GCSS - Army, STAMIS Software like Sams E1, PBUSE, FLIMS, ULLS SYSTEMS, PRWEB and Wide Area WorkFlow (WAWF), Microsoft Office, Prezi. Coordinated and supported the local

authorities for requested or unannounced inspections and audits. Authenticated, reviewed and initial high priorities for document registers for most all classes of supply and services for lease equipment. Provided logistic support via research and technical analysis. Identified and resolved logistic problems and deficiencies. Conducted projects and studies related to the execution of the quality control programs for inventory control and receipts functions.

Department of the Army / Various Locations 12/2008 - 09/2011 Logistic Management Specialist / Supply Tech / PBO

Was responsible for all Government requests, receipts, and transfers , determined and coordinated property transfer records. Developed and executes warehouse planning to ensure flow of material in and out of the warehouse supports current and future operations. Developed budget projections for organizational support and capabilities for specific acquisition projects. Researched, identified, and analyzed program requirements and problems for projected and planned acquisition programs. Assisted in developing service contract requirements, justifications, independent cost estimates, and market research.

US ARMY/ Active Duty / Various Locations 06/2001 - 12/2008 MOS: 92Y / Supply Specialist

Coordinated all aspects of logistical operations including procurement, distribution, and maintenance/ repair for over \$8M in equipment across 3 sites and 2 countries. Managed allocation, recording and tracking of finances including accounts payable / receivable and profits / losses. Trained new employees including one-on-one mentoring and presentation to class of 10+. Delivered progress reports to upper management on areas such as inventory status, finances and employee performance.

Education:

Miami Dade College Associates Degree / Business Administration 12/2017 Miami Dade College Bachelor of Applied of Science's Degree / Supply Chain Management 05/2020 / Supervision Management 06/2020 / Film, TV, Media Production (Expected Graduation 2023) Professional Skills: Leadership Development, Supply Management, Knowledge of computer software such as, Microsoft Office, Excel, PowerPoint, Military Logistic software, STAMIS systems (GCSS-Army, PBUSE, FLIMS, ULLS, PRWEB, and SIMS)
Gold Coast School / Real Estate Sales Associate 08/2019
GoLeanSixSigma/ Lean Six Sigma Green Belt / Certification 12/24/2018
Florida International University / Lean Six Sigma Yellow Belt / Certification 07/24/2018
Miami Dade College / Grant Writing 101 / Certification 07/13/2018

MILITARY SERVICE:

United States ARMY / Active Duty (11/1996-11/1999) (6/2001-01/2005) (06/2008-12/2008) Florida National Guard 12/1999 - 06/2001 United States ARMY Reserve (1/2005-06/2008) (12/2008-12/2015) Various Locations
MOS: 92G & 92Y / Supply SPC /Food Service Specialist