

# ANTHONY TAYLOR

**Address:** Torrance, California 11111  
**Phone:** 123.456.7890 **Email:** resumewriter@gmail.com

## ADMINISTRATIVE OFFICER

DEPARTMENT OF JUSTICE, U.S. MARSHALS SERVICE  
Pay Scale and Grade: **GS-13**  
Citizenship: US Citizen

### QUALIFICATIONS PROFILE

**Highly dedicated, organized, and results-driven professional, offering years of experience in managing enterprise-level inventories, overseeing asset lifecycle processes, and providing administrative support.**

Adept at leading the full lifecycle of multimillion-dollar IT assets, equipment, and resources to ensure efficient use, accountability, and compliance with federal acquisition regulations and internal procedures. Skilled at analyzing supply chain data, identifying discrepancies, and implementing corrective actions to maintain accurate records across database and inventory systems, as well as asset tracking platforms. Able to coordinate and maintain constant communication with internal teams, contractors, and end users in providing technical information and addressing any asset and inventory-related concerns.

### PROFESSIONAL EXPERIENCE

UNITED STATES MARSHALS SERVICE | 000 Main Street, Torrance, CA 11111

#### Senior Asset Manager

03/2022–Present

Hours per Week: 40

Annual Salary: \$XX,XXX

- Effectively manage the preparation of procurement actions in line with federal acquisition regulations and internal procedures, and assist co-workers in performing the process when needed
- Provide expert supervision to stakeholders regarding the program's analytical findings and recommendations, along with the execution and assessment of procedural changes
- Conduct a random inventory of the government/contractor's hand receipts to ensure compliance
- Guarantee prompt coordination of all related projects and tasks and deliver status updates to management periodically
- Identify and study issues associated with software license and hardware maintenance compliance
- Take charge of processing shipment requests with the approved shipping vendor
- Obtain, manage, and organize the deployment of technology items such as computers, printers, mobile devices, peripheral devices, and software
- Maintain communication with all district customers and analyze issues and questions to provide resolution
- Coordinate with the inspectors in fixing arising issues

#### Key Accomplishments:

- ✓ Spearheaded the shipment of over \$2K IT assets, which consisted of VTC, monitors, and cables across 25 sites for the United States Marshals, along with the disposal of more than \$3K of retired equipment
- ✓ Ensured the successful return and upgrade of laptops for government and contractor marshals in Paces
- ✓ Contributed to the development of a job aide for the inspectors regarding monitoring and docking station installation over the phone

DEFENSE LOGISTICS ACADEMY | 000 Main Street, Torrance, CA 11111

#### Senior Asset Manager

10/2018–03/2022

Hours per Week: 40

Annual Salary: \$XX,XXX

- Rendered expert supervision to two supply technicians while delivering assistance to more than 3,000 enterprise personnel and overseeing assets, equipment, and resources that cost over \$1M

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- Guaranteed accurate asset inventory for warehoused materials and utilized database systems for accurate monitoring and remediation
- Oversaw physical inventories and resolved any accountability record imbalances while avoiding denials
- Determined repetitive processing errors and fixed any issues in supply system processes
- Facilitated inspections to verify accurate quantities and identify possible damages in partnership with inventory specialists to correct data and conduct physical counts
- Studied inventory adjustments and processed receipts, storage, and asset disposal in alignment with established support activities
- Worked alongside team leads during purchasing, data calls, management inquiries, reporting, and expansion efforts for asset management systems
- Led all physical inventory control programs while upholding integrity in material asset balances based on established standards and protocols

## Key Accomplishments:

- ✓ Supported the Defense Reutilization And Marketing Office in processing 15 material pallets that costs over \$5.5M by directing a specialized team of five personnel
- ✓ Executed 100% cyclic inventories and monthly IT asset inventories, which included specialized 10% inventory programs and related timeframes for government contractors

## EDUCATION

**Associate's Degree in Contract Management, 06/2012**

Sample Community College | Alexandria, VA 22311

**Bachelor's Degree in Computer Information Systems (Business), 05/2008**

Sample College | Leesburg, FL 34748

*Graduated magna cum laude*

## PROFESSIONAL DEVELOPMENT

**Contracting & Acquisition Training:** Contract Strategy Execution | Legal Considerations in Contracting | Shaping Business Arrangements | Intermediate Contracting Support  
Strategic Focused Contracting | Cost Analysis & Negotiating  
Techniques | Contract Performance Assessment | Business Decisions  
for Contracting | Advanced Contracting Support

**Supply & Asset Management Training:** Supply Management | Supply Management Overview

**Records, Compliance & Audit Training:** Records Management Training | Audit Readiness

## TECHNICAL SKILLS

Paces | Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Publisher) | Maxstar  
CWOSS | DCF | ECMIS | Photoshop | Dreamweaver | HTML | XHTML | Apollo | Faremate  
Saver | Quicken | Globeware | SmartDraw | Deltek | Itams | Technopedia | System Center Configuration  
Manager (SCCM) Software | SAP