



# Donovan Richardson

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## LOGISTICS PROFESSIONAL

- Inventory Planning and Forecasting
  - Contract Administration
  - Oracle Discoverer
  - Procurement
  - Request for Proposal
  - Supplier Management
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### Professional Experience:

#### U.S.AirForce

**Superintendent of Equipment Management**, Scott Air Force Base, Mascoutah, IL 2005 - Present

- Supervise the activities for 52 personnel, including civilian, military and guard personnel
- Maintain Secret Security Clearance
- Develop training and continuity plans, ensured compliance with Air Force and command regulations
- Manage \$4 billion in equipment assets dispersed over 77 geographically separated areas
- Utilize multiple computer systems to review and conduct quality control over 180K monthly transactions
- Remedy equipment discrepancies and maintain database for worldwide asset data integrity

**Combat Aviation Advisor**, Hurlburt Field, Mary Esther, FL 2000 - 2005

- Planned and performed stock control and monetary accounting in the only Combat Aviation Advisory unit
- Managed over \$10 million in organizational accounts, conducted inventories and corrected discrepancies
- Provided security assistance and foreign aid programs by coordinating with external agencies
- Evaluated supply efficiency and equipment management activities using supply chain management systems

**Site Manager**, Civic Action Teams, Camp Covington, Guam 1998 - 2000

- Responsible for all service requirements of four geographically separated civic actions teams
- Updated and maintained automated requisition and tracking for consumable and repair parts
- Coordinated the shipment of all cargo via military and commercial lines of transportation, both surface and air transport
- Accounted for \$2 million in assets across the Pacific Micronesia chain of islands

### Education & Trainings:

Bachelor of Arts, **Organizational Management** 2009  
Ashford University ( Alpha Sigma Lambda Honor Society)  
GPA: 3.7

Associate in Applied Science, **Logistics** 2000  
Community College of the Air Force

Special Forces, **Special Experience Identifier 306** 1998  
Foreign Internal Defense, **Special Experience Identifier 330** 1998