

STEVEN CAIN
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PROFESSIONAL SUMMARY

Logistics Specialist/Manager and Military Veteran with 6 years of proven experience in the **United States Air Force and Air National Guard**. Accomplished measurable results while leading teams of 100 in a dynamic, fast - paced environment. Possess a comprehensive background in supply logistics, personnel management, and training derived from conducting domestic and global operations in Germany supporting Operation Enduring Freedom. Managed risk upon multiple lines to protect assets, medical equipment, and supplies valued over \$20M while meeting the expectations of senior leadership. Possess extensive knowledge in medical asset management and quality assurance. Recipient of multiple awards for outstanding performance and professionalism. Career supported by **extensive operational experience and military training**.

- Supply Chain Logistics
- Personnel Management
- Quality Assurance
- Project Management
- Training and Development
- Policy Implementation
- Medical Asset Management
- Organization/Communication
- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Logistics

- Coordinated and communicated with dispatchers, suppliers, carriers, and customers regarding incoming orders valued in excess of \$5K; prepared documents for shipment updates and claims submissions
- Prioritized order security, accuracy, and timely pickup and delivery to ensure 100% continued operations at medical facilities with zero mishaps
- Managed and processed receiving of \$380K in medical supplies, verified product condition and count matched with order specifications and distrusted to hospital personnel
- Gathered and recorded numerical data from supply activities; produced monthly reports utilizing advanced Excel spreadsheet functions

Quality Assurance

- Evaluated logistics operations and determined procedures and shipping routes that increased cost effectiveness by 25%; made recommendations for investments in technology, capital, equipment systems and other assets to improve service quality and efficiency
- Managed \$20M+ in classified equipment vital to national security and the safety of 150 employees; resulted in zero losses, and the continued integrity of all classified materials
- Conducted site evaluations of logistical operations to include review of standard operating procedures and policies, site visits, and interviews to ensure 100% compliance
- Inspected welds on projects valued in excess of \$2M; verified that critical measurements met specifications upon project completion

Management

- Developed and implemented new policies and procedures to improve customer service and reduce inventory shrink; management efforts contributed to overall profit increase of 30%
- Directed daily operations and management of 100 employees; processed, verified and maintained personnel-related documents, to include: staffing, training, time cards, performance evaluations, and employee absences in accordance with FLSA
- Implemented innovative programs to increase employee loyalty which reduced turnover by 40%; lead a comprehensive training program for employees resulted in zero work place accidents for 7 years
- Resolved internal employee disputes; administered disciplinary procedures, counseling, and terminations as necessary

EMPLOYMENT HISTORY

Journeyman Boilermaker, 154 Boilermakers Union – Pittsburgh, PA 2006 – Present

Store Manager, Family Dollar Stores – Pittsburgh, PA
1999 – 2006

Medical Supply Specialist, United States Air Force/Air National Guard – Various Locations
1998 – 2004

MILITARY TRAINING & EDUCATION

Medical Supply

Medical Supply Stock Control

Medical Assets Management

Basic Medical Readiness

Leadership and Management

Managerial Communications

SELECT AWARDS

Meritorious Service Medal
National Defense Service Medal

TECHNICAL SKILLS

Software: Microsoft Office (2003, 2007, 2010), SharePoint

Operating Systems: Mac / Microsoft Windows (95, 98, XP, Vista), Windows 7, Windows 8