**ADAM MATARELLI**

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**Supply Chain Manager**

Supply Chain Manager and Military Veteran leveraging over 10+ years of experience as a proven leader and manager able to multi-task missions, projects, and programs, placing the right personnel and resources as needed to meet requirements. Possess a comprehensive background in Supply Chain Operations, Personnel Management, Process Improvement, and Strategic Planning and Risk Management. Skilled at managing costs, scheduling, and performance with a demonstrated ability to deliver quality results. Specialized in transportation and supply chain management with experience in procuring and planning movements via contracts and tenders. Proven ability to combine vision, ingenuity, and strong business acumen with well-developed project management and leadership qualities to support organizational effectiveness and overall expansion.

* Supply Chain Management
* Project Management
* Inventory Management
* Asset Management
* Critical Thinking
* Strategic Planning
* Material Management
* Process Improvement
* Continuous Improvement

**SUMMARY**

Supply Chain and project manager with 10+ years’ leading successful logistics organizations. Highlights include:

* Proactive planner who forecast needs for multiple projects with assets valued up to $5M+ and skillfully coordinated events of various scope up to 6 months ahead of implementation
* Logistics manager who orchestrated transportation, lodging and meals for up to 650+ personnel during

20+ annual training events while mentoring 5 project managers

* Ongoing learner dedicated to continuous pursuit of education to excel at work, as a leader and for future success, taking initiative to work well unsupervised as well as collaborating with diverse teams

**PROFESSIONAL EXPERIENCE**

**U.S. Army, Camp Blanding, FL 2014 – 2020**

**Program Manager**

Oversaw 5 managers, coordinated events with operations director and supported logistics for 600+ personnel.

* Coordinated planning requirements for the movement of 1.25M in equipment, 55 personnel in our company as well as a combined 15M in equipment and 332 personnel from companies in 6 other states to meet for a joint training exercise at the National Training Center located at Ft. Irwin, CA
* Planned and monitored the acquisition and transportation of up to $5.2M in supplies and equipment assets for 8 departments with zero loss while training and advising 5 project managers
* Collaborated with operations manager to plan and coordinate annual average of 8 training events attended by up to 650+ personnel
* Coordinated with project managers and top tier contract managers to procure resources and subcontract services to support objectives resourced external vendors for an average of $200-300,000 per FY for a variety of materials and services, ensured supplier quality and composed the Statement of Work (SOW)
* Mobilized response efforts and supplies within 24 hours’ notice to at least 5 Major hurricanes throughout Florida, collaborated with FEMA, and worked as a distribution hub for the transportation of an average of $3.5 million in supplies statewide at State Logistics Readiness Center
* Coordinated commodity and material movement during numerous training joint training to support over from 600-1500 personnel with food, building materials, and ammunition
* Reviewed and approved monthly purchases, as the financial Billing Official for 5 purchase agents with a single purchase limit of $10,000 each, to ensure all Standard Operating Procedures and Federal Acquisition Regulation guidelines were adhered to procure resources within budget and authorization
* Compiled and presented bids and constructed and defined Performance Work Statements for Government contracts resource external vendors for an average of $200-300,000 per FY, in accordance with the FAR/DFAR and executed the contract initiation and was accountable for the timely closeout through Wide Area Workflow
* Conceptualized and implemented quarterly cooperative meetings with unit project managers to share work solutions, best business practices and to support project requirements for upcoming objectives and develop strategic initiatives to streamline business practices and reduce lead time
* Introduced centralized records management system accessible via SharePoint that increased efficiency by up to 35% and was adopted as the best practice throughout organization, improved tracking as well as visibility
* Used clear communication of expectations, effective team training and led 4-person team to achieve up to 98% policy and procedure compliance rate, an improvement of 20%

**U.S. Army, Leesburg, FL 2006-2014**

**Project Manager**

Managed logistics of housing and transportation as well as assets valued up to $3M+ in support of 130+ personnel

* Collaborated with 6-person cross-functional project team to plan and procure supplies for a multi- organization, 30-day training event for up to 3.2K attendees while maintaining critical equipment
* Led 6-month planning and preparation project that enabled the mobilization and transportation of $1M in equipment as well as supporting 131 personnel in remote, overseas locations for an entire year.
* Ensured 100% operability of equipment by assessing stakeholder needs, prioritizing maintenance tasks, monitoring inventory, auditing records, and analyzing supplies to forecast budget needs.
* Mobilized response efforts for more than 3 natural disasters and linked with local supply chain and integrated innovative solutions to ensure timely delivery of resources and relief
* Collaborated with project managers and top tier contract managers to procure resources and services
* Deployed to Germany as the logistical support for a company of 65 Soldiers as they executed an Opposing Force mission and all objectives met and 100% accountability of sensitive items was maintained

**EDUCATION | CERTIFICATIONS**

**Bachelor of Arts, Transportation and Logistics Management** | American Military University

**TECHNICAL SKILLS**

**Software:** SAP, ERP, MRP, Microsoft Office

**Operating Systems:** Mac / Microsoft Windows