

Felicia Y. Carter
100 River Walk Trail; New Market, AL 35761
Email: felicia.y.carter.civ@mail.mil
Home: (256) - 529-2667; Work: (256) - 450-6778

PROFESSIONAL OBJECTIVE

To secure an adjunct instructor position in the field of Business/Management

EDUCATION

Florida Institute of Technology, Melbourne FL
Master of Science with concentration in Management, 2015
Alabama A&M University, Normal AL
Bachelor of Science Degree in Computer Science, 1988

PROFESSIONAL EXPERIENCE

2009- Present Army Materiel Command, Redstone Arsenal, AL. Logistics Management Specialist

- Plans, directs, controls and coordinates the development, integration, promulgation and implementation of DOD, Army, and Army Materiel Command new and evolving systems and existing automated logistics management systems.
- Maintains personal contact with functional and systems development representatives at OSD, other services, Army staff and Major Army Commands to obtain and disseminate logistics systems information, provide and justify recommendations, serve on special committees and groups and brief executive level management on any aspect of assigned areas of responsibility
- Developed, integrated, and achieved key logistics management aspects of the phased implementation of major Department of the Army logistics and financial business process improvements integrating inventory and financial management processes.

1988-2014 US Army Military Installations, Senior Maintenance & Logistics Army Officer

- Served as a Senior Logistician in the United States Army for twenty eight years, 17 active duty and eleven in the army reserves
- Critical positions included Short Range Air Defense Platoon Leader, Maintenance Control Officer, Operations and Intelligence Officer, Maintenance Officer, Human Resources Officer, Company Commander, and various key staff positions in Divisional and Non-divisional Army units
- Responsible for management controls for budget, facilities, and property valued at \$8M as Company Commander and \$4M as Maintenance Control Officer
- Ensured critical actions were integrated and properly executed to provide a cohesive approach to logistics support requirements.
- Monitored the maintenance control systems and repair parts supply requirements for divisional, non-divisional, active and reserve Army units.

2003-2006 Systems, Studies, and Simulation, Inc. Huntsville, AL. Senior Supply Systems Analyst

- Served as a supply Systems analyst in a position performing duties requiring knowledge of staff supply system analysis; computer; application; problems in the logistics management area
- Phases of current and long-range supply systems and actions that affect and require coordinated action of more than one division of the directorate
- Conducted a variety of special projects, studies, and analysis of problem areas that pertained to automated management systems for supply management, stock control, inventory

2002-2004 Novartis Nutrition Corporation, St. Louis Park MN. **Senior Supply Analyst**

- Served as a supply Systems analyst in a position performing duties requiring knowledge of staff supply system
- Conducted a variety of special projects, studies, and analysis of problem areas related to automated management systems for supply management, stock control, inventory management/control, cataloging, depot level maintenance and major item management
- Identified, analyzed, and lead implementation of cost savings opportunities pre and post manufacturing.
- Developed, analyzed, and provided statistical logistical reports. Planned, developed, and implemented the Incident Reporting and Investigating System for the supply chain. Reported directly to the Medical Logistics Manager. Developed and implemented strategies that reduced the organization Inbound Materials cost by more than 10% and resulted in cost savings of \$160,000 within five months.
- Implemented a synchronized pallet exchange program across the supply chain which improved productivity and efficiency by 90% and resulted in cost savings of 100,000.00

2000-2002 Georgia Board of Education High School, Jonesboro, GA. **Business Education/ Mathematics Instructor**

- Served as High School Business Education and Mathematics teacher in Georgia. Provided instruction to 750 students
- Taught Computer Applications, Workplace Readiness, Informal Geometry, Algebra II with Trigonometry, and Algebra III with Trigonometry
- Built for student transfer of knowledge by providing initial focus, content emphasis and linking of content and lesson summaries
- Developed basic course materials such as study guides, visual aids, simple simulations (mock ups and models), written tests, proficiency charts, training aids, and course outlines

LICENSES/CERTIFICATES:

2010 Received Level Three Certification in Life Cycle Logistics Acquisition
 2009 Received Level Two Certification in Program Management Acquisition
 2009 Received Acquisition Corps Membership