

**INESHA KING-WILLIAMS**  
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## WORK EXPERIENCE

**Supply Technician, AC First, Kandahar Airfield, Afghanistan** 12/18-Present  
*Assigned to Theater Provided Equipment (TPE) Section, Retrograde Property Assistance Team (RPAT)*

- Orders, receives, inventory, stores, maintains and issues supplies and equipment to support daily Operations
- Coordinates with outside resources to maintain sustainment operations
- Perform asset adjustments, lateral transfers and update authorizations on the property book
- Request equipment items, follow-up and cancel supply transactions and post supply status and receipt information to the activity register
- Researches and resolves inventory and/or system problems
- Create and print hand receipts, property book and activity register reports as needed
- Maintains asset visibility using GCSS-Army
- Process transactions in accordance with Army Supply policy using Global Combat Support System–Army (GCSS-Army) or manual systems
- Utilizes Global Combat Support System-Army (GCSS-Army) to conduct logistics transactions
- Conducts supply transactions which includes receipt, accountability, storage and turn-in of high dollar value, sensitive, and CL VII parts and supplies
- Verifies part numbers, general quantity or condition, and label or data plate information
- Performs general equipment inspection and prepare necessary documentation (automated and manual) to account for property through hand-receipt holder level
- Utilizes LIW/AESIP to obtain and track requisition statuses

**Inventory Management Specialist, AC First, Kandahar Airfield, Afghanistan** 6/18-12/18  
*Assigned to Theater Provided Equipment (TPE) Section, Retrograde Property Assistance Team (RPAT)*

- Orders, receives, inspects, inventories, stores, maintains and issues supplies and equipment to support daily operations
- Maintains supply accountability records using the Global Combat Support System - GCSS Army
- Determines the condition of material and supplies and arranges disposal when a surplus occurs or materials become obsolete
- Performs document register reconciliations as required. Assists in ensuring contract provisions are met
- Researches and resolves inventory and/or system problems
- Generates daily, weekly and monthly reports as required

**Service Order Supply Desk Technician, ITT Defense Systems, Camp Arifjan, Kuwait** 2/11 – 4/11  
*Assigned to the Department of Public Works Service Order Desk.*

- Took customer problem calls and entered them into the service order management system using MS Access

- Maintained Work Order suspense files and notified customers when orders are complete and ready for pick-up
- Processed work requests, forwarded them to the US Government for approval and prioritization, and then assigned Work Orders to concerned shops for completion.
- Maintained Authorized Stock List (ASL) inventory and stock levels of spares and repair parts as necessary to sustain system operational readiness rates above 90%.
- Sustained the ability to issue parts and components when required to replace or exchange as necessary to repair Not Mission Capable (NMC) capabilities to Fully Mission Capable (FMC)
- Conducted mandatory 10% ASL monthly, quarterly, and 100% yearly physical inventories Performed property inventory and property management functions to include operation of automated bar-code scanning equipment.

**Work Order Coordinator, CSA, Ltd, Camp Arifjan Kuwait**

11/08-02/11

*Communicated directly with military units to explain forms and processes and then directs them to the appropriate shop for consultation on submitted work requests.*

- Assisted with the preparation of weekly, monthly and annual workload performance data reports and employee training.
- Maintained automated records and physical work order files in accordance with approved government regulations.
- Reviewed, accepted and processed requests for accounts and delegation of authority signature cards.

**Sales Support Representative, AT&T Mobility, Augusta GA**

11/07-11/08

*Performs as floor manager, ensuring store floor plans are in accordance with AT&T standards and policies.*

- Received, organized and accounted for all incoming and outgoing inventory.
- Responsible for performing all monthly safety inspections and inventory counts.
- Developed an excel-based tracking system to keep track of employee training to ensure compliance as per company training polices.
- Responsible for the daily preparation and submission of transaction, refund and discount reports.

**Human Resources Manager, U.S. Army, Various Locations**

09/96-04/05

*Served in a wide variety of procedural and substantive administrative duties in support of Army personnel and their families.*

- In charge of and supervised 5 military personnel in a personnel support section which serviced a battalion of 500 military personnel.
- Reviewed personnel status documents for completeness, accuracy, grammar, spelling and punctuation before forwarding to commander for approval
- Served as a liaison between the commander, adjutant and staff by providing accurate and timely advice on procedures, reports and requirements on matters concerning personnel manning and utilization.
- Created and executed numerous projects and tracking systems using Microsoft Word, Excel and Power point.

- Conducted on the job training and inspected all completed work from my subordinates for accuracy and compliance with military regulations.
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