

MARK D. TOKARSKI
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OBJECTIVE:

- Highly motivated, experienced professional seeks a challenging, progressive position in acquisition or logistics management. Willing to deploy to southwest Asia in a temporary duty (TDY) status

SUMMARY OF QUALIFICATIONS:

- Twenty years of specialized experience in logistics planning, acquisition, and supply management.
- Skilled in the administration of contracts/purchase orders for the procurement of government supplies, services and/or products and able to provide technical guidance of warehouse inventory control as well as acquisition and budget administration.
- Knowledge of a broad range of logistics management, concepts, methods, techniques, practices, and procedures to integrate command logistics activities and functions.
- Resolve related logistical problems of a complex and difficult nature.
- Strong planning, organization and leadership abilities.
- Knowledge of policies, precedents, and directives applicable to logistics systems and resource requirements to independently analyze and resolve difficult logistics, supply problems.
- Very experienced in training and supervising personnel.
- Trained in Microsoft Word, PowerPoint, and Excel software as well as Army computer systems.
- **Top Secret Security Clearance**

EXPERIENCE

Senior Logistician, Joint Base Lewis-McChord, WA

- (2009-2011) 1st Special Forces Group (Airborne)
- Established and implemented standard supply procedures to monitor responsibility for issue equipment valued at \$90 million dollars.
- Supervised seven personnel; managed command supply section and two additional supply rooms.
- Overseen the process of all documents required for inventory management.
- Senior Purchasing Agent and monitor of financial expenditures.

Senior Supply Sergeant, Fort Lewis, WA

(1999-2009) 160th Special Operation Aviation Regiment (Airborne)

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- Responsible for planning, coordination and directing logistics support for deployment Units in support of OIF/OEF.
- Coordinating support from joint services and supply agencies.
- Responsible for receipt, storage and issue for one hundred eighty seven million dollars in property and equipment.
- Negotiated with vendors to arrange pricing, terms and shipment of materials.
- Supervised seven personnel.
- Responsible for overseeing reports including inventories, receipts, property adjustments documents, and readiness reports.

Supply Sergeant, Fort Campbell, KY

(1995-1999) 227th General Supply Company

- Served as supply sergeant of a General Supply Company(Air Assault)
- Supervised processing of all supply and issue documents and receipts.
- Implemented standard supply procedures to monitor responsibility for issue equipment.
- Supervised barracks personnel of over one hundred and forty seven rooms

Supply Specialist, Kaiserslautern, GE

(1991-1995) 39th Transportation Battalion

- Maintained three warehouses for 39th Transportations Battalion
- Conducted inventory and storage inspections: verified warehouse records.
- Supervised two personnel

EDUCATION AND TRAINING:

United States Army Training Courses on Logistics and Supply

- Unit Supply Specialist ANCOC 003-2006 (2005)
- Unit Supply Specialist BNCOC 008-2001 (2001)
- Primary Leadership Development Course (1986)
- DoD Government Purchase Card (2010)
- Contracting Officer Representative, COR (2010)
- Property Book Unit Supply Enhanced (PBUSE) (2010)

Civilian Education:

- Associate of Science in General Education- Social Science (Estimated completion 09/2011)