

**Elwood Joseph Brown**  
2001 N 59<sup>th</sup> Street  
Tampa, Florida 33619  
United States E-mail: Brownej10@aol.com  
CELL: 813-541-5390

**EMPLOYMENT:**

Shaw Infrastructure Inc. (04/18/2006 – 08/03/2006) Shipping/ Receiving Clerk  
Fort Benning, GA United States – 706-544-6015  
Supervisor: Larry Williams/ James Jackson 706-544-6104

Salary: 12.06 per hour.

Duties: Shipping Receiving Clerk/ Order Puller Material Handler Warehouse, Perform clerical accounting and physical task in connection with shipping, receiving, or order pulling IAW Shaw policies and Army Regulations. Operate hand trucks and power trucks (i.e. fork Lifts) in performance of duties. Receiving duties; verify the correctness of incoming shipments, return goods to proper locations and annotate/ verify all documentation. Ensure all shipments are packaged properly, accounted for, and handled in a safe manner. Conduct quarterly inventories as directed IAW Shaw policies.

Hogan transportation (10/31/2005 - Present) - CDL Class A Truck Driver  
St. Louis, Missouri United States  
Supervisor: Mike Cyruss - 800-934-2644; Contact: Yes

Salary: .26 Cent pr/mile( 2200 – 2800 miles) pr/wk

Duties: Operates trailer type combination trucks, including gasoline or diesel powered tractor and truck trailer with trailer or semi-trailer coupled by use of a turn-table (fifth wheel) or pindle (pivot) hook, on either regularly scheduled or assigned trips transport material or equipment between locations on post, local and long distance trips to outside locations and over public roads. Responsible for loading capacity, proper distribution of weight and security of cargo, signing documentation when required, and the loading and unloading of cargo. Keep log book and trip receipt accurate and to date.

HHC 2-11TH IN BN (08/15/2003 - 09/14/2005) - UNIT SUPPLY SPECIALIST  
FORT BENNING, Georgia United States  
Supervisor: CHARLES SMITH - 706-545-5000; Contact: Yes  
Pay Grade: E-5

Duties: Under the supervision of the Commander 2/11th receive, review, and interpret a variety of supply regulations, bulletins, and manuals; determines applicability to supply operations for the Battalion. Served as assistant hand-receipt holder property book NCO. Made additions and deletions to the hand receipt files, as required. Developed internal procedures for requesting, requisitioning, purchasing and receiving supplies (e.g., office supplies, office furniture, parts for computers, printers, ribbons, forms, etc.) maintaining specialized property accounts and records, completing individual transactions, providing customer assistance, screening reference files, conducting data searches, and distributing output files. In this position, you will use a thorough knowledge of supply regulations and policies to update databases; conduct extensive and exhaustive database searches to retrieve and use data in response to various questions or problems; identify reasons for transaction errors and failures; conduct physical inventories for a broad range of diverse specialized items; conduct extensive research in different catalogs to obtain stock numbers for specialized, unique items; prepare recurring and special reports; and compile statistics from data requiring substantial reformulation. Train staff and vendors the procedure to submit purchase requests, correct receiving reports and vendor invoices. Serve as the IMPAC Credit Card officer following all standard operating procedures.

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Oversee and control inventory in transits, validate accounts payable and reconcile orders with financial records. Monitor contractor performance to assure compliance with contract. Manage inventory and maintain records for controlled substances. Inventory stock levels periodically to ensure that supplies on-hand are adequate for continuity of Battalion operations. Serve as the Battalion purchase credit card holder; made local purchase, internet and, for commercial supply items that cannot be purchased through routine supply channels. Operate motor vehicles (sedans, pickup trucks, small vans) weighing up to 10,000 pounds to pickup, deliver and turn in supplies and equipment. Implemented a Command and supply discipline program within the Battalion.

HHC 2ND 8TH IN BN (08/15/2002 - 08/08/2003) - S4 ASSISTANT NCO  
FORT HOOD , Texas United States  
Supervisor: SFC NESTER VALASQUEZ - NA; Contact: Yes  
Pay Grade: E-5

Duties: S4 ASSISTANT: Receives, stores, transfers, issues, replenishes, disposes and adjusts a wide variety of supplies and Classes II, III, IV, VII, and IX repair parts. Structures and retrieves specialized reports in automated supply data bases (ULLS), correct and retrieve recurring reports. Prepares requests for cataloging action; process staff action. Receives and reviews incoming documentation of supply receipts for purchases by credit card, local purchase, depots, etc. Researches discrepancies for overages, shortages, substitutes, validity, etc.; processes Record of Discrepancies (RODs) and receipts into automated system. Maintains records on unserviceable repairable items and supporting files; maintains perpetual balance of unserviceable assets. Verifies accuracy of stock identification and hand receipt quantity. Plans and implements changes in procedures and conducts training on supply procedures. Issues tools and special tools, parts, and supplies on hand receipts to personnel. Inventories supplies and equipment in the storage area. Conduct's follow-up actions to expedite delivery of problem requisitions, parts, and tools not in Army supply inventory. Resolves shortages discrepancies requiring special handling or bypass of standard procedures. Coordinate with the installation supply activity and private contractors.

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HHC 2ND 12TH CALVERY DIVISION (08/15/2002 - 08/15/2002) - SUPPLY NCO  
FORT HOOD , Texas United States  
Supervisor: SSG NEWMAN, RICK - NA; Contact: Yes  
Pay Grade: E-2 THRU E-5

Duties: Prepared and Maintained organizational supply records and forms; receives and inspects inventories for future deliveries; maintain accounting systems associated with supply management; uses computer application in work assignments(Microsoft word, excel, power point); control furniture management hand receipt; key control custodian.

**SCHOOL:**

High School  
Minisink Valley (08/08/1982 - 06/20/1986)  
Slate Hill, New York  
United States  
Degree: Graduated

**TRAINING:**

Primary Leadership Development course (PLDC), 11\08\2000  
Hazmat Familiarization and safety in Transportation "AMMO-67" (04/19/2006)  
Class V Issue, Turn-in, and residue processing procedures "AMMO-64"(04/18/2006)  
Introduction to Ammunition "AMMO-45" (04/18/2006)

**CERTIFICATION:**

Hazardous waste management program, 8\14\2000 80HRS, 2\14\2005 40HRS

Ammunition handlers program, 02\10\2005

Unit Level Logistic Support (ULLS), 02\15\2000, 3\14\2005

CDL CLASS A, Road Master Driving School, Tampa, Fl. Graduated 14 October 2005  
Endorsements: Double and Triple trailer

**AWARDS:**

ARMY COMENDATION MEDAL, ARMY ACHIEVMENT MEDAL (3), ARMY GOOD  
CONDUCT MEDAL (3), NON COMMISSIONED OFFICER'S PROFESSIONAL DEVELOPMENT  
RIBBON, ARMY SERVICE RIBBON, OVERSEAS RIBBON, GLOBAL WAR ON TERRORISM SERVICE  
MEDAL,