

# Christopher Houghton

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## OBJECTIVE

To obtain a position that challenges my intellect and utilizes past educational and work experiences while offering rapid advancement opportunities.

## SUMMARY OF QUALIFICATIONS

- |   |                        |
|---|------------------------|
| ▪ Supply Clerk  | De-Fueler              |
| ▪ ITT systems   | Data entry proficiency |
| ▪ Outstanding oral and written communication skills   | BII and Parts          |
| ▪ Positive attitude, fast learner, excellent listener | Problem solving skills |
| ▪ Willing to travel                                   | Strong math skills     |
| ▪ Medium truck driver                                 | Commercial equipment   |
| ▪ Warehouse specialist                                | Chemical loader        |
| ▪ AT-402, AT-302, J3 CUB, PA-25, PAWNEE, MOONEY       | M2OC, BELL 47-3B       |
| ▪ BELL 47 with SOLOY MOD                              | EPA standards          |
| ▪ AWRDS, Marshalls Report, Fed Log                    | NMC, SOP, DD 3161      |
| ▪ DD 1348-1A, inventory management                    | daily reports, logs    |

## PROFESSIONAL EXPERIENCE

- |   |                       |
|---|-----------------------|
| Supply Clerk  | Jan. 2007-<br>Present |
| Four Corners Retro Yard/Retrograde Receiving—Camp Arifjan, Kuwait   |                       |
| ▪ Assist supervisor, perform routine office tasks, sort and separate BII and Parts, order and receive supplies, and dispatch vehicles to internal operations.   |                       |
| ▪ Maintain detailed inventory on all incoming equipment/military equipment under our scope of work. Point of Contact (POC) for high priority missions.  |                       |
| ▪ Maintain personnel records and logs on over 100 personnel assigned to section, including timecard checks, vacation rosters, etc. Also keep key control log and maintain inventory of all keys used.   |                       |
| ▪ Operate a wide variety of heavy and light industrial military and commercial equipment. Provide detailed information of military and commercial equipment using AWRDS, Marshalls Report, Fed Log and more.  |                       |
| ▪ Generate daily, weekly, monthly, and yearly production report utilizing the information. Assist in re-writing the process for 4 corners by re-writing the Sop, work instruction, and making new and improved 4 corners inspection checklist.            |                       |
| ▪ Inspect battle damage and Non Mission Capable equipment (NMC). Knowledge of all requirements to process all equipment processed through 4 corners.  |                       |
| ▪ Process DD 3161. Generate and process DD 1348-1A for receipt of equipment from either convoys or unit turn-ins.   |                       |
| ▪ De-Fueler. Assisted in the start up and day-to-day operations of a successful de-fuel program. Process incoming convoys and unit turn-ins. POC in the absence of Lead for both day and night shifts. Monitor teams of five to thirty foreign nationals. |                       |

- Medium Truck Driver/Warehouseman—Central Issue Facility  
Ki Company/ITT Systems—FT. Carson, CO  
July 2005-  
Jan. 2007
- Issued equipment to deploying soldiers and units, operated various vehicles (medium truck and 15K forklift) and transported equipment to and from several different warehouses.
  - Designed and maintained a program for a running inventory of equipment in several warehouses and inspected equipment for turn-in.
  - Customer service representative to high ranking officers and their units. Shipping and receiving of equipment. Packing and crafting of shipped items to include hazardous materials.
- Warehouse Specialist—Repairable Exchange Activity  
ITT Systems—FT. Carson, CO  
Jan. 2005-  
Feb. 2005
- Inventory management of supplies, issued parts and supplies to various sections, and shipped/received parts and supplies for maintenance operations.
  - Processed work orders for repairing equipment, operated various equipment—including up to 15K forklifts, and assisted the inspector.
- Mechanic/Chemical Loader  
Olathe Spray Services, Inc.—Olathe, CO  
May 2003-  
Dec. 2004
- Performed light to very heavy maintenance on the following fleet of aircraft and trucks; AT-402, AT-302, J3 CUB, PA-25 PAWNEE, MOONEY M20C, BELL 47-3B, 47 with SOLOY MOD. Chevrolet trucks, farm tractors, engineer equipment and diesel generators.
  - Mixed hazardous materials for dispensing on crops, stored and maintained inventory of hazardous materials according to EPA standards, sold chemicals to local farmers, and maintenance building.
  - Responsible for records of maintenance schedule, aircraft logs, MSDS books, TMs, Fuel logs, and other documentation, shipped and received parts and hazardous materials, as well as packed and crafted all parts and hazardous materials for shipment.

## TECHNICAL SKILLS

A&P Licenses	Computer Aided Drafting and Design
MS Office, Word, Excel, Access, PowerPoint, and Outlook	Firearms knowledge: AR-15, M9, and AK-47. Includes maintenance, cleaning, and modifying.

## EDUCATION

Training Institute	Major
Colorado Northwestern Community College Rangley, CO	Certificate of completion, Aviation Maintenance Technology
Pikes Peak Community College Colorado Springs, CO	Certificate of completion, Computer Aided Drafting and Design
Airframe and Power plant	A&P Licenses
High school Diploma	College preparation courses

## REFERENCES

- Jack Caverly, *Supervisor* [Phone]
- Bob Westman, *Foreman* [Phone]
- Frank Howard, *Supervisor* [Phone]
- Pedro Gotay, *Supervisor* [Phone]