

Kevin Doolittle  
269-317-8213  
bigby65@gmail.com

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## **OBJECTIVE**

A full-time position in an office-centered environment requiring extensive experience using Microsoft Office and inventory tracking tools in order to facilitate the knowledge of the location and quantities of materials within the company.

## **SUMMARY OF QUALIFICATIONS**

Office assistant with more than 20 years experience with office- based equipment and software, expecially including Microsoft Office

Experienced database technician with more than 10 years experience in designing, creating, and troubleshooting databases

## **EXPERIENCE**

### **Manager**

Barrbo Enterprises, Inc., Springfield, MI  
01/2013 to 10/2013

Worked as doorman, talent coordinator, liquor purchaser, employee scheduler, and executive assistant to owner. Managed staff of 8-10 part-time employees, as well as 25-30 independent contractors.

Used QuickBooks software to enter accounting and payroll information for business

**Asset Inventory Technician**

SAIC Inc, Battle Creek, MI

07/2009 to 11/2012

Track disposition of IT inventory assets throughout DLA Logistics Information Services and DLA Disposition Services using Inventory Technology Asset Management (ITAM) Remedy software and AssetWin software.

Perform shipping and receiving of IT inventory assets

Prepare and provide reports showing disposition of assets and IT inventory deficiencies

Prepare standard operating procedure documentation of IT inventory management tasks

Participate in discussions with IT Asset Management regarding problems or issues with ITAM software and suggestions for improvement of procedures and processes

Utilize various websites and search engines to provide recommendations for replacement IT inventory hardware

**Accomplishments:**

Participated in testing of ITAM Remedy software solution for preparation of DLA enterprise-wide implementation

Received Certificate of Excellence for "superior contributions and outstanding performance with the DLA Logistics Information Services request to complete several 100% DLA Disposition Services field site inventories in preparation for the ITAM conversion" on June 15, 2012

Received Certificate of Appreciation for "diligence, integrity and in going above and beyond during the wall-to-wall Hart-Dole-Inouye Federal Center (HDIFC) hardware inventory conducted July-September 2009" on December 1, 2009

**Collections/Loss Prevention Clerk**

Kellogg Community Federal Credit Union, Battle Creek, MI

10/2004 to 09/2008

Collections Clerk - worked accounts with negative balances in savings or checking accounts, or with delinquent loans

Loss/Fraud Prevention - worked with financial crimes investigators to limit and prevent losses due to deliberate fraud. Updated staff members on current types of fraud occurring in the geographic area, as well as preventing account holders from deliberately presenting fraudulent items

ATM Balancing - balanced several ATMs by comparing currency and checks in deposit envelopes to amounts printed on ATM tapes.

**Accomplishments:**

Due to information I provided to other staff, local law enforcement was able to apprehend individuals involved in fraudulent activity on two separate occasions.

Helped the credit unions marketing department set up an Identity Theft Prevention seminar for account holders and residents where the speaker indicated that the attendance was the largest of any of his seminars up to that point.

**Various temporary positions**

Trillium Staffing Solutions, Battle Creek, MI

06/2002 to 09/2004

Credit Union Accountant - handled negative accounts, ACH/EFT transactions, ATM balancing, verified cashiers checks issued by the credit union, verified wired funds

Community College Human Resources Assistant - worked with student employees time and attendance tracking, transferred written documentation to computerized format using computer scanner

Customs Brokerage Data Entry Clerk - entered data for products shipped between the United States, Germany, Great Britain, and the United Arab Emirates

**EDUCATION & TRAINING**

Associate Degree, Applied Business, Kellogg Community College, Battle Creek

**CERTIFICATES & LICENSES**

Advanced Microsoft Access, Davenport University, MI

## **HONORS, AWARDS, PROFESSIONAL ORGANIZATIONS**

Received Certificate of Excellence for "superior contributions and outstanding performance with the DLA Logistics Information Services request to complete several 100% DLA Disposition Services field site inventories in preparation for the ITAM conversion" on June 15, 2012.

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