

JUSTIN LAMB

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QUALIFICATIONS SUMMARY

Self-motivated leader with a strong focus on individual development and advancement; honed interpersonal skills developed through employee coaching and training new business procedures out to large teams of people; passion for learning new procedures and identifying ways to run more efficiently; strong focus on financial outcomes with a laser focus on identifying areas that can lower costs

CORE COMPETENCIES

- Strategic Planning
- Innovation & Creativity
- Efficiency Expert
- Performance Management
- Asset Management

EDUCATION

Associate of Business Administration, Oakland Community College, Waterford, MI
Magna Cum Laude

Apr 2014

WORK/LEADERSHIP EXPERIENCE

Property Management, Office of Finance, Transportation Security Administration Oct 2015 – Present

- Manage the accounting and inventory of over 14,000 capitalized, secure, or sensitive assets across 13 states and 119 locations
- Assist in the procurement and retention of sensitive security equipment for 119 airports
- Track the acquisition and disposal of excess property, assisting with valuation, condition, and proper execution of disposal
- Train individuals across the country on how to use and maintain databases within a secure environment
- Develop new nationwide training materials to help maintain the same vision across the agency, as well as align common goals and the execution of their completion
- Track the distribution, return, and maintenance of capitalized equipment and security equipment to ensure all measures of proper handling are followed

Back Office Supervisor, Best Buy

Jun 2008 - Oct 2015

- Coordinate all hiring efforts and select applicants for interviews
- Perform individual and panel interviews, identifying potential talent
- Manage daily, monthly, and quarterly financial information; identify discrepancies and research solutions
- Identify shrink and theft and coordinate with local police and loss prevention to collect statements and gather evidence
- Assist in leading an annual inventory of millions of pieces of product, including reconciliation of losses and gains, with a record of remaining within company goals
- Generate daily, weekly and monthly schedules based on current business trends and necessary labor allocation
- Monitor individual performance and coach, train or re-position as necessary
- Successfully manage margin erosion on all levels of store operations

OTHER SKILLS

Proficient in *Microsoft Office Suite: including Excel, Outlook, and Access (SQL)*