

Jose Polanco

OPERATIONS | SUPPLY CHAIN | LOGISTICS | INVENTORY & WAREHOUSE OPERATIONS

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PROFESSIONAL SUMMARY

U.S. Navy veteran with more than eight years of experience supporting logistics, inventory and asset accountability, warehouse and material operations, facilities coordination, work-order management, and team leadership in regulated, high-volume environments. Coordinated receiving, storage, issue, material handling, equipment accountability, and daily supply requirements for seven large-scale food-service operations serving approximately 3,500 enlisted personnel and 400 officers. Completed more than 800 facilities inspections and coordinated more than 500 maintenance requests and 102 facilities work orders. Bilingual English/Spanish communicator and current full-time California State University, Fullerton student completing a Bachelor of Arts in Business Administration with majors in Finance and Operations & Supply Chain Management and a Marketing minor, expected May 2027.

CORE COMPETENCIES

Supply Chain Operations | Logistics Coordination | Inventory Management | Inventory & Asset Accountability | Warehouse Operations | Receiving, Storage & Issue | Material Handling | Equipment Accountability | Facilities Coordination | Work-Order Tracking | Inspection & Compliance Documentation | KPI & Status Reporting | Process Improvement | Team Training & Supervision | Safety & Quality Standards | Microsoft Excel

EDUCATION & PROFESSIONAL DEVELOPMENT

California State University, Fullerton | Full-Time Student

Bachelor of Arts in Business Administration | Majors: Finance and Operations & Supply Chain Management | Minor: Marketing | Expected May 2027

Saddleback College | Associate of Science for Transfer in Business Administration | June 2024

PROFESSIONAL EXPERIENCE

U.S. Navy | California | August 2012 - February 2021

Selected Logistics, Inventory & Facilities Assignments

- Coordinated logistics, inventory, equipment, material, and resource accountability in regulated operating environments requiring accurate documentation, safety compliance, timely support, and operational continuity.
- Supported seven large-scale food-service operations serving approximately 3,500 enlisted personnel and 400 officers by coordinating receiving, storage, issue, material handling, equipment accountability, and daily supply requirements.
- Tracked stock levels, receipts, material issues, discrepancies, equipment, and open requirements; maintained supporting records and communicated priorities and status information to internal customers and leadership.
- Completed more than 800 facilities and occupancy inspections at Naval Base Ventura County, documenting deficiencies, compliance concerns, required corrective actions, and follow-up status.
- Coordinated more than 500 maintenance requests and 102 Naval Facilities Engineering Systems Command facilities work orders, maintaining status documentation and communicating requirements through resolution.
- Tracked equipment, materials, work status, and unresolved requirements to support prioritization, cross-functional coordination, and timely issue resolution.
- Trained and supervised team members in inventory and equipment accountability, operational procedures, safety, emergency readiness, and quality standards.
- Prepared operational status and KPI reports to support leadership awareness, requirement prioritization, and problem resolution.
- Supported workflow and process improvements designed to strengthen documentation, accountability, service continuity, and coordination across operational functions.

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PROFESSIONAL EXPERIENCE - CONTINUED

McDonald's | Bronx, NY | June 2006 - July 2012

Shift Manager

- Led high-volume shift operations involving frontline staffing, workflow coordination, employee training, inventory monitoring, cash handling, customer service, food safety, sanitation, and brand-standard compliance.
- Coordinated staffing assignments, task priorities, scheduling support, and workflow during peak business periods to maintain timely and consistent service.
- Resolved operational and customer-service problems, communicated priorities to team members, and supported uninterrupted shift operations.
- Trained and supervised employees while maintaining workplace safety, service-quality, sanitation, and performance expectations.
- Supported accurate cash and inventory accountability and communicated discrepancies or operational concerns requiring management attention.

RELEVANT CERTIFICATIONS & APPLIED TRAINING

Project, Operations & Facilities: Siemens Project Manager Job Simulation; CBRE Project Management Job Simulation; CBRE Facilities Management Job Simulation; CBRE Commercial Real Estate Job Simulation

Data, Analytics & Strategy: Introduction to Data for Decision Makers Job Simulation; BCG Strategy Consulting Job Simulation; BCG Introduction to Strategy Consulting Job Simulation

Google Skillshop: Google Analytics Certification

Job simulations represent applied training and are not professional employment.

MILITARY TRAINING & OPERATIONAL QUALIFICATIONS

6K/20K Forklift Operation Qualification | Material-Handling Equipment Experience | First Aid/CPR Training | Advanced Damage Control and Chemical, Biological and Radiological Training | Enlisted Aviation Warfare Specialist Qualification

SELECTED HONORS

Navy and Marine Corps Achievement Medal, 2 awards | Navy Good Conduct Medal, 3 awards | Navy "E" Ribbon/Battle Efficiency Award, 2 awards | Sea Service Deployment Ribbon, 3 awards | Orange County Navy League Essay Competition, Top 3 Finalist

LANGUAGES & AFFILIATIONS

Languages: Bilingual English/Spanish - speak, read, and write

Affiliations: Navy League of Orange County | Veterans of Foreign Wars | American Legion