

## **SAMPLE STUDENT**

Palatine, IL 60067

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### **SUPPLY CHAIN MANAGEMENT**

Strategic and proactive supply chain professional with strong leadership skills and experience determining resources and practices that improve efficiency, reduce operating costs and increase performance within budgetary guidelines. Core competencies include:

- End-to-End Supply Chain
- Negotiation
- Purchasing
- Cross-Functional Collaboration
- MRP/Inventory Control
- Change Management
- Production Scheduling/Forecasting
- SAP
- Customer Relations
- Analysis

### **PROFESSIONAL EXPERIENCE**

CVS Corporation, Chicago, IL

December 20xx to Present

#### **Assistant Supply Chain Manager**

- Develop procedures for coordination of supply chain management with sales, marketing, finance, production, and quality assurance areas
- Negotiate prices and terms with suppliers, vendors, and freight forwarders
- Meet with suppliers to discuss performance metrics, provide performance feedback, and share production forecasts or changes
- Design and implement supply chains that support business strategies adapted to changing market conditions, new business opportunities and cost reduction strategies
- Manage activities related to strategic or tactical purchasing, material requirements planning, inventory control, warehousing and receiving

Nalco Company, Chicago, IL

May 20xx to November 20xx

#### **Supply Chain Specialist**

- Coordinated and expedited flow of work and materials within and between departments according to daily and weekly production schedules
- Reviewed and distributed production work and shipment schedules to ensure daily requirements achieved and customer expectations were met
- Designed and implemented supply chains that supported business strategies adapted to changing market conditions, new business opportunities and cost reduction strategies
- Analyzed inventories to determine how to reduce waste and increase inventory turns

#### **Operations Representative**

- Managed carrier information and ensured accuracy of load information utilizing software systems to assist sales team
- Tracked and traced shipments, made appointments and communicated daily with carriers and sales representatives to ensure on time departures and arrivals
- Provided customer service to carriers and customers by providing shipment information, completing request forms, answering calls and scheduling appointments

### **PROFESSIONAL MEMBERSHIPS**

American Production and Inventory Control Society (APICS)

April 20xx to Present

National Association of Purchasing Managers (NAPM)

April 20xx to Present

### **EDUCATION**

Harper College, Palatine, IL

Associate in Applied Science, Advanced Manufacturing Technology Degree - Supply Chain Management