

SAMPLE STUDENT

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SUPPLY CHAIN MANAGEMENT

Results-oriented supply chain professional with background in areas of procurement, inventory management, and logistics. Experience in supply chain processes, contract management, and warehouse operations. Skills include inventory control, logistics planning, and customer service used to coordinate supply chain efficiency. Focus on overall business performance while maintaining strong partnerships with customers, business partners, and supply chain team. Dedicated to promoting ethical business practices.

EDUCATION

Harper College, Palatine, IL

Procurement Certificate

June 20xx

Inventory/Production Control Certificate

March 20xx

Supply Chain Management Certificate

December 20xx

Logistics Certificate

October 20xx

End-to-End Supply Chain Management Certificate

September 20xx

RELEVANT COURSEWORK

Business Organization

Supply Chain Management

Inventory Management

Demand Planning

Financial Accounting

Transportation

Customer Service/Fulfillment

Production Control

Warehouse Operations

Procurement

Industrial/Organizational Psychology

Microeconomics

Logistics Design and Strategy

Global Business

Business Ethics

WORK EXPERIENCE

Amazon, Chicago, IL

Warehouse Assistant

August 20xx to Present

- Ensure accurate orders, meet set target rates per hour and maintain product integrity and quality standards throughout loading process
- Perform all required procedures in safe and efficient manner to deliver highest quality finished products for customers
- Communicate with upstream and downstream operations to prevent distribution disruptions and keep product flow in order
- Collaborate closely with sales department to provide exceptional customer service
- Widen knowledge of inventory and tracking systems to maintain stock levels

Healthcare Solutions, Hoffman Estates, IL

Administrative Assistant

May 20xx to August 20xx

- Reviewed contracts and subcontracts for standard terms and conditions and prepared modification riders for contracts and subcontracts to mitigate risk to within acceptable limits
- Obtained insurance coverage per project specifications
- Monitored outstanding contract documentation to ensure executed contracts were received
- Completed contractor prequalification packages for all North American regions
- Generated quarterly reports on outstanding bonding amounts and remaining capacity

VOLUNTEER WORK

Clearbrook, Arlington Heights, IL

Volunteer Buddy / Sales Assistant

June 20xx to Present

- Assist adults with disabilities in sports programs and activities
- Organize and maintain merchandise in resale store