

## **SAMPLE STUDENT**

Palatine, IL 60067

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## **SUPPLY CHAIN MANAGEMENT**

### **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

### **WORK EXPERIENCE**

#### **Warehouse Assistant**

Amazon, Chicago, IL

August 20xx to Present

- Ensure accurate orders, meet set target rates per hour and maintain product integrity and quality standards throughout the loading process
- Perform all required procedures in a 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 with sales department to provide exceptional customer service
- Widen knowledge of inventory and tracking systems

#### **Administrative Assistant**

May 20xx to August 20xx

Healthcare Solutions, Hoffman Estates, IL

- 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**

#### **Volunteer Buddy / Sales Assistant**

June 20xx to Present

Clearbook, Arlington Heights, IL

- Assist adults with disabilities in sports programs and activities
- Sell, stock and sort merchandise in resale store