**SAMPLE STUDENT**

Palatine, IL 60067| 847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com) | [www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

**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** June20xx to Present

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