

## SAMPLE STUDENT

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## SUPPLY CHAIN MANAGEMENT

### EDUCATION

Harper College, Palatine, IL

Pursuing Associate in Applied Science, Supply Chain Management

Expected May 20xx

Procurement Certificate

June 20xx

Inventory/Production Control Certificate

March 20xx

Supply Chain Management Certificate

December 20xx

Logistics Certificate

October 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

Logistics Design and Strategy

Microeconomics

Global Business

Business Ethics

### 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
- Work closely 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
- Organize and maintain merchandise in resale store