

ANNA CHARLES

Palatine, IL 60067

847.555.1212

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SUPPLY CHAIN MANAGEMENT

EDUCATION

Harper College, Palatine, IL

Pursuing Associate in Applied Science, Supply Chain Management

Expected May 20xx

Inventory/Production Control Certificate

June 20xx

Procurement 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

Nestlé, Glendale Heights, 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
- Sell stock and sort merchandise in resale store