

KAREN WINTERS

469 Willow Lane
Palatine, IL 60067

847.555.1212
karenwinters@gmail.com

OBJECTIVE

To obtain a position in **Supply Chain Management**

EDUCATION

Harper College, Palatine, IL 20xx to Present
Pursuing Associate in Applied Science: Advanced Manufacturing Technology Degree
Supply Chain Management

RELEVANT COURSEWORK

Supply Chain Management	Production Control	Advanced Planning and Integration
Inventory Management	Demand Planning	Manufacturing and Safety
Transportation	Production Control	Warehouse Operations

EXPERIENCE

Network Services Company, Schaumburg, IL 20xx to Present

Intern

- Collect, analyze, evaluate, and report data in order to increase value chain efficiencies
- Maintain multiple databases and design new reports as needed
- Assist Senior Buyer and Materials Area Manager throughout the duration to understand the workings of supplier management
- Create purchase requests
- Monitor and expedited deliveries

Petco, Mount Prospect, IL 20xx to 20xx

Sales Associate

- Provided quick and courteous service to all guests and their pets, by determining their needs
- Maintained knowledge of all new products and services
- Ensured the health and well-being of animals by providing the correct care in accordance with the established company standards, policies and procedures

VOLUNTEER WORK

Schaumburg Park District, Schaumburg, IL 20xx to Present

Campground Building Restoration Project

- Assist in restoration of campground's cottages and public buildings by painting, replacing rotted wood and fixing broken windows
- Inventory roofing and siding materials to ensure enough material available to complete project