

SANDRA MEYER

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Palatine, IL 60067

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OBJECTIVE

To obtain a position in **SUPPLY CHAIN MANAGEMENT**

CERTIFICATIONS

Council of Supply Chain Management Professionals (CSCMP), SCPro Fundamentals Certifications:	
Demand Planning	March 20xx
Warehouse Operations	February 20xx
Supply Management & Procurement	December 20xx
Supply Chain Management Principles	October 20xx

EDUCATION

Harper College, Palatine, IL	
Inventory/Production Control Certificate	Anticipated Completion June 20xx
Procurement Certificate	March 20xx
Supply Chain Management Certificate	December 20xx
Logistics Certificate	October 20xx

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