

SANDRA MEYER

456 Oak Avenue
Palatine, IL 60067

847.555.1212
sandrameyer@gmail.com

OBJECTIVE

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

EDUCATION

Harper College, Palatine, IL
Supply Chain Management Certificate

Anticipated Completion May 20xx

RELEVANT COURSEWORK

Supply Chain Management
Advanced Purchasing

Inventory Control
Just-in-Time (JIT)

Traffic and Transportation
Material Handling and Packing

WORK EXPERIENCE

Administrative Assistant

20xx to Present

Healthcare Solutions, Hoffman Estates, IL

- Review contracts and subcontracts for standard terms and conditions and prepare modification riders for contracts and subcontracts to mitigate risk to within acceptable limits.
- Obtain insurance coverage per project specifications.
- Monitor outstanding contract documentation to ensure executed contracts were received.
- Complete contractor prequalification packages for all North American regions.
- Generate quarterly reports on outstanding bonding amounts and remaining capacity.

VOLUNTEER WORK

Sales Associate

20xx to Present

Kenneth Young Resale Shop, Schaumburg, IL

- Greet customers and answer inquiries about pricing and location of merchandise on sales floor and inform customers about daily sales promotions.
- Stock sales floor with incoming merchandise to offer wide variety of goods.