**Summary**

Analytical and process-oriented BBA graduate specializing in Operations and Supply Chain Management from Governors State University. Possesses a strong understanding of logistics, inventory management, and process optimization. Eager to apply foundational knowledge and problem-solving skills in an entry-level Supply Chain Analyst, Operations Coordinator, or Logistics Assistant role to contribute to efficiency and cost reduction.

**Education**

Governors State University, University Park, IL

**Bachelor of Business Administration in Operations and Supply Chain Management**, May 2025

**Relevant Coursework**

* **Operations Management:** Studied production systems, quality control, and process improvement techniques.
* **Supply Chain Management:** Learned about global supply chain networks, logistics, and warehousing.
* **Logistics & Transportation:** Explored modes of transportation, distribution strategies, and route optimization.
* **Inventory Control:** Gained knowledge of inventory models, forecasting, and demand planning.
* **Quality Management:** Understood TQM, Six Sigma principles, and quality assurance processes.
* **Data Analytics for Operations:** Utilized statistical tools and software for operational decision-making.

**Experience**

**Supply Chain Intern** | Global Manufacturing Inc., Joliet, IL, June 2024 – August 2024

* Assisted in optimizing inventory levels by analyzing historical demand data and current stock, contributing to a 5% reduction in carrying costs (estimated $50,000 savings).
* Supported logistics operations by tracking inbound and outbound shipments, coordinating with carriers, and resolving delivery discrepancies for 20+ shipments weekly.
* Participated in process mapping exercises for key supply chain functions (e.g., order-to-cash cycle), identifying areas for efficiency improvement.
* Utilized SAP ERP system for data entry and report generation related to inventory and procurement.

**Warehouse Assistant** | Local Distribution Center (e.g., DSC Logistics), University Park, IL, September 2023 – May 2024

* Assisted with receiving, stocking, and organizing inventory for over 500 SKUs in a 50,000 sq. ft. warehouse.
* Operated forklifts and pallet jacks (with valid certification obtained February 2024) for efficient material handling.
* Ensured accuracy of outgoing orders by performing quality checks, reducing shipping errors by 10%.
* Maintained a clean and organized work environment, adhering to all safety protocols (OSHA 10-Hour certified).

**Skills**

* **Operations:** Process Mapping, Inventory Control, Quality Assurance, Production Planning, Lean Principles
* **Supply Chain:** Logistics Coordination, Transportation Management, Supplier Relations, Demand Forecasting, Supply Chain Analytics
* **Software:** Microsoft Excel, SAP ERP, Warehouse Management Systems, Tableau
* **Soft Skills:** Analytical Thinking, Problem-Solving, Organization, Attention to Detail, Teamwork, Communication (Verbal & Written), Adaptability

**Projects**

**Capstone Project:** Supply Chain Risk Mitigation Plan, Governors State University, January 2025 – May 2025

* Developed a comprehensive plan to identify and mitigate supply chain risks (e.g., geopolitical, natural disaster, cyber) for a fictional global consumer electronics company.
* Presented strategies for supplier diversification, contingency planning, and technology adoption to enhance resilience.

**Certifications**

OSHA 10-Hour General Industry Certification, March 2024

**Student Organizations & Clubs**

**Member** | GSU Operations & Supply Chain Student Association September 2023 – Present

* Participate in monthly meetings and industry speaker events.
* Assist in organizing a site visit to a local manufacturing plant (November 2024).