

CAREERS IN... SUPPLY CHAIN/OPERATIONS MANAGEMENT

Zippy Mascot

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Objective:

Seeking a spring 2006 internship as a Supply Chain Analyst for a manufacturing company

Education:

Bachelor of Science in Management

The University of Akron, College of Business Administration (AACSB-Accredited)
Major: Supply Chain/Operations Management

Expected, May 2006

Akron, OH

GPA: 3.5/4.0

- Dean's List
- Sigma Iota Epsilon- Honorary for Management Students

Computer Skills:

PeopleSoft	MS Word	Excel	PowerPoint	Desktop Publisher
Harvard Graphics	Lotus 1-2-3	NetWare 2.2	MS project A Plus	

Relevant Experience:

Supply Chain Intern

Summer 2005

Phizer Pharmaceutical Company

New York, NY

- Assisted in maximizing manufacturing and distribution efficiency for up to fifty specialized product lines as a production planner
- Forecasted and ordered production equipment of over 20 million units per month, analyzing sales data to accurately meet demand and emergency orders
- Juggled manufacturing schedules and equipment to achieve complex technical requirements, such as narrow turnaround times, capacities, and temperature ranges

Safety Analyst and Training Developer

Summer 2003

Progressive Insurance Company

Cleveland, OH

- Identified client training needs by analyzing statistics; prepared winning proposals
- Developed and adapted quality Power Point presentations and written training materials to prepare employees to handle the full spectrum of Industrial hazards
- Designed database and graphing solution for department statistical reports

Experience:

Administrative Assistant

2001- 2003

Configuration Services, Inc.

Cleveland, OH

- Planned regular interdepartmental meetings to synchronize company efforts and troubleshoot organizational concerns
- Increased office efficiency by training office staff on appropriate software applications
- Compiled in-depth contract reports, processed mail, maintained customer records, and answered incoming calls