

Toolkit: Supply Chain Management Resume Sample

LU Rambler Name

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Competitive and resourceful supply chain major with relevant logistics experience. Natural leader who is skilled at collaborating with team members and dedicated to delivering exceptional results. Determined, driven to perform, and motivated to succeed.

CORE SKILLS & COMPETENCIES

Data Analysis | Strong Communication Skills | Project Management | Problem-Solving Skills
Relationship Builder | Microsoft Office Suite | Google Workspace | BlUJay | PowerBI

EDUCATION

Loyola University Chicago, Quinlan School of Business
Bachelor of Business Administration, Supply Chain Management
Recipient of Dean's Scholarship

Expected Graduation: May 2024
Dean's List Spring 2022
GPA: 3.7/4.0

WORK EXPERIENCE

Logistics Planner – ABC Incorporated – Chicago, IL June 2021 – January 2022

- Assisted in managing the daily planning and execution of transportation to customers including Coca-Cola, PepsiCo, Mondelez (Nestle), Kellogg's and other national food brands
- Managed an annualized 21,000 loads out of three warehouses representing over \$40 million in freight revenue annually
- Developed carrier scorecards using data including on-time delivery and late without notice
- Attended daily sales and operations meetings in order to reduce waste, improve transportation services, and discuss strategies to improve performance

Intern – XYZ Marketing Group – Chicago, IL August 2020 – November 2020

- Answered incoming calls to provide information about custom apparel products, services, and promotions
- Created Excel documents from large online orders including quantity, design, and size
- Operated cash register during business hours and provided customer service to walk-in customers
- Cleaned and maintained the store, tagged clothing, and restocked merchandise

RELEVANT COURSEWORK – ENGAGED LEARNING

Group Leader – Requirements Analysis & Communication January 2022 – May 2022

- Partnered with a local health care company to develop an app designed to increase engagement among younger consumers

Project Manager – Global Supply Chain Management Course January 2021 – May 2021

- Led team of 6 students. Conducted LINKS simulation and controlled business inputs from procurement to the reseller.
- Reviewed forecasting demands, transportation modes, and distribution centers

EXTRACURRICULAR & VOLUNTEER ACTIVITIES

Loyola Supply Chain Management Club – Loyola University Chicago September 2021 – May 2022
Loyola Institute for Environmental Sustainability – Loyola University Chicago September 2021 – May 2022

Pro Tips

- Best Fonts:
Georgia,
Garamond,
Ariel, Helvetica,
Calibri
- Your physical address is no longer needed, city and state are sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume - Month Year"
- One page is considered appropriate for college students and recent graduates



Toolkit: Supply Chain Management

Sample Interview Questions

- Tell me about yourself.
- Why are you interested in working for our company?
- Show how your top three strengths align with this work.
- Tell me a time where you did not meet a deadline. How did you resolve the situation?
- Please share a time when you had to make a difficult decision. How did you analyze the problem and what was the outcome?
- How do you think you would be a fit for our values and culture?
- Please share a time when you had a conflict with a supervisor or peer. Walk us through the scenario and how did you resolve the situation?
- Walk me through your resume.
- Share a time when you demonstrated leadership. How did it add value to those around you?
- How do you think the world of supply chain has changed over the last ten years and how can a company like ours continue to adapt to be competitive?
- If I were to give you a project where you have 100 piece product, how would you go about finding suppliers?
- What made you interested in going into supply chain? Why does it align with your strengths?
- How do you select a location for manufacturing? What is your main criteria for choosing a vendor? What is your experience with cost-effectiveness and consignment tracking?
- What are the key elements of supply chain management?
- How would you build relationships with suppliers here and abroad?
- Tell about a time that you found a way to improve a process. How did you do it? What impact did this have?
- Please share about your experience with diversity, equity and inclusion as well as your commitment to anti-racism efforts in a team setting.
- What is one way you would solve an overstock issue?
- How would you handle a situation where you knew a supplier was on back order for critical supplies for daily operations?
- Here are a list of names and personal info in a data set. You have ten minutes to create something interesting that will demonstrate your analytical skills.

Professional Associations and Resources

- Association for Supply Chain Management (ASCM)
- Council of Supply Chain Management Professionals (CSCMP)
- Warehousing, Education and Resource Council (WERC)
- Institute of Supply Management (ISM)
- Association for Healthcare Resource and Materials Management (AHRMM)
- Association for Healthcare Resource and Materials Management (AHRMM)
- International Warehouse Logistics Associations (IWLA)
- American Supply Association (ASA)
- International Society of Logistics (SOLE)

Skills

- Contract Negotiations
- Cost Reduction
- Customs Compliance
- Demand Planning
- Distribution Management
- Fleet Management
- Vendor Management
- Health & Safety
- Import / Export
- Internal Quality Audits
- Inventory Control
- Logistics Planning
- MRP, MRP II, ERP Multi-Site Operations
- Outsourcing
- Process Improvement
- Procurement
- Project Management
- Resource Management
- RFP / RFQ / RFI
- Route Management
- Service Level Agreements
- Shipping & Receiving
- Lean Theory
- Six Sigma
- Strategic Planning
- Visualization Tools (Tableau)
- MS Excel (including Pivot Tables, Scenario Manager, Goal Seek, Solver, and Financial Functions)
- MS Access (including Queries, Forms, Reports, Macros)
- Project Management
- R/RStudio
- Statistical Process Control

