

Toolkit: Supply Chain Management

Sample Resume

LU Rambler

Chicago, IL • LU.Rambler@luc.edu • (312) 555-5555 • www.linkedin.com/lurambler

PROFILE

Dependable, bilingual supply chain student able to adapt quickly in environments of change. A globally minded leader, adaptable to a variety of team contexts. Analytical, able to anticipate challenges and consider a variety of solutions quickly. Excels in systems thinking and team communication.

CORE COMPETENCIES & SKILLS

Contract Negotiations | Client Presentation and Public Speaking | Project Management | Data Analysis | Distribution Management | Fleet Management | Process Improvement Microsoft Office Suite: Excel - Pivot Tables, VLOOKUP, Index/Match | Spanish - Fluent

EDUCATION

Loyola University Chicago, Quinlan School of Business Chicago, IL
Bachelor of Business Administration in Supply Chain Management Expected May 2022, GPA 3.85

Relevant Coursework: Quality Management and Continuous Improvement, Supply Chain Modeling, Systems Analysis and Design, Business Information Systems, Business Statistics

PROFESSIONAL EXPERIENCE

International Logistics Concepts, Inc. Chicago, IL
Logistics Improvement Intern October 2019 – Present

- Measure the effectiveness of process improvement plans, analyzed trends with Excel & data modeling
- Assist supervisor in implementing new warehouse workflow; increased productivity by 7%
- Contribute to the creation, enhancement and implementation of new process improvement plans
- Strategically source new vendors and engage existing vendor relationships for all indirect materials, services and equipment, assist main vendor director

Loyola Limited, Loyola University Chicago Chicago, IL
Inventory Supervisor June 2019 – September 2019

- Managed a team of 5 student-leaders across 5 student-led businesses, confirmed all inventory management was accurate and effective for daily operations
- Ensured all teams were regularly stocked with over 600 unique items for business needs weekly

PROFESSIONAL ASSOCIATIONS

Association for Supply Chain Management (ASCM), Member September 2019 – Present

Supply Chain Management Association (SCMA), Member August 2019 – Present

Pro Tips

- Best fonts: Ariel, Calibri, Helvetica, Garamond, Georgia
- Your physical address is no longer needed, city and state is sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume"
- One page is considered appropriate for 1-10 years of experience

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Sample Interview Questions

- Tell me about yourself.
- Tell me about a time when 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?
- Why are you interested in working for our company? 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 describe how you resolved the situation?
- Walk me through your resume.
- What are your three key strengths?
- 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 five 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 me about a time when you found a way to improve a process. How did you do it? What impact did this have?
- 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 show us your analytical skills.

Professional Associations

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

Skills

- Contract Negotiations
- Cost Reduction
- Customs Compliance
- Demand Planning
- Distribution Management
- Fleet Management
- HAZMAT
- Health & Safety
- Import/Export
- Internal Quality Audits
- Inventory Control Relations
- 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)
- Microsoft Excel (including Pivot Tables, Scenario Manager, Goal Seek, Solver, and Financial Functions)
- Microsoft Access (including Queries, Forms, Reports, Macros)
- Project Management

