

Meticulous supply chain coordinator with 3 years of experience in a fast-paced work environment. Strong knowledge of Microsoft Office suite, analytical skills of RFPs, capable of evaluation of shipping methods, cost and time reduction, and negotiations of contracts.

WORK EXPERIENCE

Farm-Transport Co. - Niceville, TN

SUPPLY CHAIN COORDINATOR // JANUARY 2016 — PRESENT

- Provide and analyze RFXs, report performed business results
- Generate PFIs, place and track orders. Handle product recalls and file claims for damages
- Implement least-cost inventory management methods - contributed development of business by 40% in 2016
- Coordinate domestic and international shipments, negotiate prices and contracts when needed – reduced shipping cost of each shipment by 9%-18%
- Monitor inventory levels by gathering supply and demand information
- Assist customers as the front line representative for business development
- Prepare all shipping documents and ensure business processes are in compliance

International Student Services - University of Niceville

STUDENT ASSISTANT // MARCH 2015 — MAY 2016

- Answered all phone calls and assisted students with immigration questions
- Provided admission information for prospective students and made appointment with advisors

Dr. Susan Poulter - University of Niceville

RESEARCH ASSISTANT // JANUARY 2015 — DECEMBER 2015

- Contacted publishing companies to get permissions for using their copyrighted images
- Contributed to publish scholastic books and awarded scholarship (2015 and 2016)

Placement and Systems Corp. - Niceville, TN

FACILITY WORKER // AUGUST 2012 — AUGUST 2013

- Forecasted quantity of orders by collecting data from branches and place orders
- Maintained inventory controls by gathering clients' data – reduced food loss by 7%
- Pulled materials, organized packing materials, packed boxes

EDUCATION

University of Niceville - Niceville, TN

- Chancellor's Certificate in International Trade — Anticipated March 2018
- Bachelor of Science in Business Administration (Emphasis: International Business) — May 2016

Niceville Prefectural College - Niceville, TN

- Associate of Arts, Major: English Literature and Cultures — March 2013

COMPUTER AND OTHER SKILLS

- Microsoft Word, Excel, PowerPoint, Access, Outlook
- HTML
- Professional Mime