

**FIRST LASTNAME**

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**EDUCATION:**

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**

**Rutgers Business School**

Newark, NJ

Bachelor of Science, Supply Chain Management

May 2022

- GPA: 3.5
- Dean's List

**ESSEX COMMUNITY COLLEGE**

Newark, NJ

Associate of Arts, Liberal Arts

May 2020

- GPA: 3.7

**RELEVANT COURSEWORK: (OPTIONAL SECTION)**

- Global Procurement and Sourcing Strategies, Business Logistics and Transportation, Introduction to Six Sigma and Lean Manufacturing

**LEADERSHIP: (OPTIONAL SECTION)**

**American Production and Inventory Control Society – APICS**

Rutgers Chapter President

Sep 2019 – May 2020

- Led 40-person organization in development and execution of fundraising activities for members

**CAMPUS INVOLVEMENT: (OPTIONAL SECTION)**

- Member, Business Association of Supply Expertise - BASE

**PROFESSIONAL EXPERIENCE:**

**Dunkin', Madison, NJ**

Aug 2019 – Present

Customer Service Officer (Part time Job)

- Greet customers, consult on menu items, and deliver orders
- Process payments for an average of 50 customers per shift

**BASF, Florham Park, NJ**

Jun 2019 – Aug 2019

Procurement Intern

- Maintained contract data for 40+ vendors providing supporting documentation for negotiations
- Tracked bidding and selection of new vendors in RFP meetings

**SPECIAL PROJECTS: (OPTIONAL SECTION)**

Industry Client Project, Intro to Supply Chain Management

Feb 2020 – May 2020

- Utilized root-cause analysis to identify problems in procurement processes
- Developed recommendations for improvement and presented findings of research to management

**COMMUNITY SERVICE: (OPTIONAL SECTION)**

- Volunteer, Special Olympics 2019

**SKILLS:**

- Proficient in Microsoft Office (Access, Excel, PowerPoint, and Word)
- Basic knowledge of QuickBooks
- Fluent in Spanish; conversational French