

EMMA JOHNSON

Project Team Member

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PROFESSIONAL SUMMARY

Driven Project Team Member with five years of experience in delivering high-impact projects across various sectors. Expertise in fostering collaboration, enhancing operational efficiency, and managing stakeholder expectations. Passionate about leveraging innovative solutions to navigate complex challenges and achieve project goals effectively.

WORK EXPERIENCE

Project Team Member

Quantum Solutions LLC

📅 Jan / 2022-Ongoing

📍 Phoenix, AZ

- 1. Designed and implemented Inventory and Purchasing modules to enhance operational efficiency.
- 2. Created comprehensive training documentation for successful ERP rollout.
- 3. Served as Subject Matter Expert for Oracle ERP modules, ensuring effective system integration.
- 4. Reengineered proprietary internal web systems to align with new technology.
- 5. Executed application upgrades on tight deadlines, ensuring system compliance.
- 6. Led a technology upgrade that replaced the billing system, improving accuracy and speed.
- 7. Conducted physical inventories and optimized stock rotation processes.

Project Team Member

Summit Peak Industries

📅 Jan / 2020-Jan / 2022

📍 Denver, CO

- 1. Contributed to the project team during store setup, ensuring timely completion.
- 2. Assisted in organizing inventory and setting up displays according to plan-o-grams.
- 3. Engaged with customers, providing assistance at checkout and on the sales floor.
- 4. Participated in product stocking, ensuring inventory accuracy and availability.
- 5. Developed a medical device prototype that advanced to the semi-finals in a healthcare competition.

EDUCATION

Bachelor of Science in Business Administration

University of Texas

📅 Jan / 2018-Jan / 2020

📍 Phoenix, AZ

Focused on project management and operations, developing skills in teamwork and strategic planning.

SKILLS

Supply Chain Coordination



Project Management
Software



Process Improvement
Documentation



Stakeholder Negotiation



ACHIEVEMENTS

- ★ Streamlined project workflows, reducing delivery time by 15%.
- ★ Led a team that successfully rolled out an ERP system, improving data accuracy by 25%.
- ★ Facilitated training sessions for over 50 employees, enhancing team productivity.