

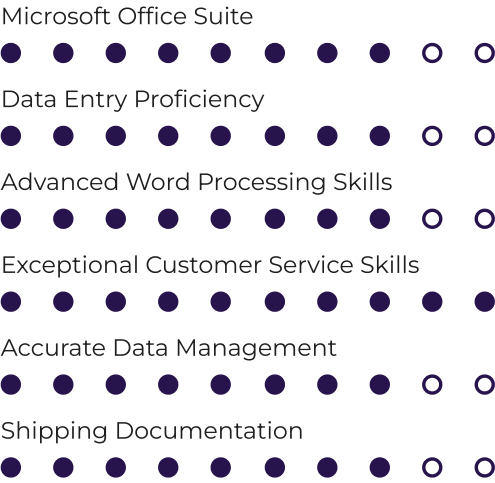


EVELYN WHITE

Supply Chain Operations Assistant

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

💡 SKILLS



🎯 INTERESTS

- 🔧 DIY Projects ✂ Crafting
- Meditation 🏛 History

👊 STRENGTHS

🌿 Humility

💡 Innovation

👁 Insightfulness

✅ Integrity

🗣 LANGUAGES



🌟 ACHIEVEMENTS

- 🌟 Streamlined inventory tracking processes, reducing discrepancies by 20%.
- 🌟 Implemented a new vendor evaluation system, improving supplier performance ratings by 15%.

👤 PROFESSIONAL SUMMARY

Accomplished Supply Chain Operations Assistant with 5 years of extensive experience in procurement, inventory management, and logistics coordination. Skilled in enhancing operational workflows and fostering supplier relationships to drive efficiency. Eager to apply analytical expertise and problem-solving skills to optimize supply chain processes and contribute to organizational success.

💼 WORK EXPERIENCE

- Supply Chain Operations Assistant

Blue Sky Innovations

📅 Apr / 2022-Ongoing

📍 Chicago, IL

 1. Maintained and updated internal Supply Chain databases to ensure data accuracy and accessibility.
 2. Managed Customs documentation for daily manufacturing orders, ensuring compliance and efficiency.
 3. Assisted in various Supply Chain functions, contributing to overall operational effectiveness.
 4. Created and maintained production files within ESCO software for streamlined operations.
 5. Collaborated with multiple departments on material status and production planning issues.
 6. Processed vendor orders and tracked delivery timelines to optimize supply chain flow.
 7. Oversaw the receipt of materials for production, ensuring quality and timely availability.
- Supply Chain Assistant

Summit Peak Industries

📅 Apr / 2020-Apr / 2022

📍 Denver, CO

 1. Ordered international market samples and tracked the status of domestic fabric and furniture parts.
 2. Processed and entered orders, managed inventory, and created spreadsheets in Excel.
 3. Provided direct support to Supply Chain Manager for Tier 2 Automotive Distributor, overseeing stock controls.
 4. Evaluated and rated vendors based on pricing, delivery performance, and quality metrics.
 5. Assisted in preparing purchase requisitions for bulk spare parts and workshop tools.
 6. Monitored consumption trends to plan future inventory requirements efficiently.

🎓 EDUCATION

Bachelor of Science in Supply Chain Management

University of Illinois

📅 Apr / 2018 Apr / 2020

📍 Phoenix, AZ

Focused on logistics, procurement strategies, and inventory management principles.