AMELIA MOORE

Lead Supply Chain Coordinator

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PROFESSIONAL SUMMARY

Accomplished Lead Supply Chain Coordinator with a decade of expertise in optimizing logistics operations and driving efficiency across supply chain processes. Proven ability to manage vendor relationships, implement cost-saving initiatives, and enhance inventory management. Committed to fostering cross-functional collaboration to achieve strategic objectives and deliver exceptional results.

WORK EXPERIENCE

Lead Supply Chain Coordinator

Maple Leaf Consulting

📅 Apr / 2018-Ongoing
📍 Toronto, ON

1. Monitored shipment schedules to ensure timely delivery of goods.
2. Managed and tracked all requests for materials by conducting market research and determining optimal pricing models.
3. Executed and negotiated master service agreements, significantly reducing financial liability.
4. Streamlined invoicing processes through ERP systems, enhancing efficiency and accuracy.
5. Oversaw 20 spend categories exceeding $100MM annually, achieving significant cost reductions through RFPs and negotiations.
6. Maintained strong vendor relationships while ensuring compliance with regulations and internal standards.
7. Sourced new vendors to meet purchasing needs via comprehensive RFP processes.

Supply Chain Coordinator

Lakeside Apparel Co

📅 Apr / 2015-Apr / 2018
📍 Chicago, IL

1. Organized and led multi-functional teams to develop strategic commodity plans and negotiation strategies.
2. Established strong relationships with suppliers by integrating APS processes and leveraging supplier strengths.
3. Collaborated effectively with cross-functional teams to achieve project goals and enhance operational efficiency.
4. Developed action plans for self and team members to ensure project success.
5. Managed personnel assignments and resource allocation to optimize workflow.
6. Implemented procedures to monitor project outcomes, ensuring alignment with strategic objectives.
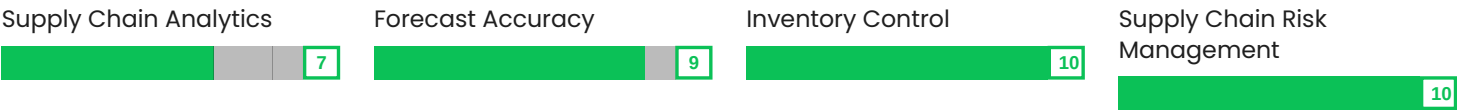
EDUCATION

Bachelor of Science in Supply Chain Management

University of Logistics

📅 Apr / 2012-Apr / 2015
📍 Chicago, IL

Focused on logistics, procurement, and supply chain optimization.

SKILLS

Supply Chain Analytics	Forecast Accuracy	Inventory Control	Supply Chain Risk Management
7	9	10	10

ACHIEVEMENTS

⭐ Achieved a 20% reduction in logistics costs through strategic vendor negotiations and process optimizations.

⭐ Implemented a new inventory management system that improved accuracy by 30%, enhancing order fulfillment rates.

⭐ Spearheaded a cross-departmental initiative that reduced supply chain lead times by 15%, increasing customer satisfaction.