



BENJAMIN LEE

Supply Chain Coordinator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Material Requirements Planning



Data Entry Accuracy



Logistics Software



Warehouse Optimization



Returns Management



Distribution Management



🚀 INTERESTS

★ Theatre

🕒 Meditation

🤝 Volunteering

🎧 Podcasts

👊 STRENGTHS

🔄 Adaptability

👍 Confidence

🌿 Sensitivity

🔑 Pragmatism

🗣️ LANGUAGES



English



Mandarin



German

🌟 ACHIEVEMENTS

★ Reduced supply chain costs by 15% through effective vendor negotiations.

★ Improved inventory accuracy by 20% by implementing new tracking systems.

👤 PROFESSIONAL SUMMARY

Accomplished Supply Chain Coordinator with 5 years of experience in optimizing supply chain operations and enhancing logistics efficiency. Proven expertise in inventory management, cost reduction, and cross-functional collaboration. Committed to leveraging analytical insights to drive continuous improvement and deliver high-quality service.

💼 WORK EXPERIENCE

Supply Chain Coordinator

📅 Apr / 2022-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Supported sustainability initiatives within the supply chain.
2. Participated in continuous improvement projects to enhance efficiency.
3. Release planned production orders to team members for project execution, aligning with project timelines.
4. Lead projects from inception to completion, focusing on cost, schedule, and performance metrics.
5. Drive continuous improvement methodologies in project processes to streamline activities and enhance efficiency.
6. Coordinated product launches and promotional activities with supply chain.
7. Coordinate project planning activities across cross-functional groups, ensuring alignment and timely execution.

Supply Chain Coordinator

📅 Apr / 2020-Apr / 2022

Lakeside Apparel Co

📍 Chicago, IL

1. Create and manage Purchase Orders, with values up to \$1MM, ensuring accuracy and compliance.
2. Submit orders for approval, monitor processing, and escalate issues as necessary to maintain workflow.
3. Collaborate with cross-functional teams to achieve desired business outcomes and support project initiatives.
4. Monitor outstanding work and follow up daily to ensure timely completion of tasks.
5. Adhere to compliance and business procedures, enforcing rules and regulations as needed.
6. Manage vendor updates, changes, cancellations, and closures as requested by Buyers.

🎓 EDUCATION

Bachelor of Science in Supply Chain Management

📅 Apr / 2018 - Apr / 2020

University of Logistics

📍 Phoenix, AZ

Studied supply chain principles, logistics management, and inventory control.