



CHARLOTTE HARRIS

Supply Chain Coordinator

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PROFESSIONAL SUMMARY

Experienced Supply Chain Coordinator with over 5 years of expertise in optimizing inventory management, procurement processes, and logistics operations. Adept at leveraging analytical skills to enhance supply chain efficiency and ensure seamless product delivery. Committed to fostering collaboration across departments to drive operational excellence and meet organizational goals.

WORK EXPERIENCE

Supply Chain Coordinator

📅 Mar / 2021-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Managed the receipt and verification of stock for a major retail chain, ensuring accuracy and quality control.
2. Coordinated inventory audits and reconciled discrepancies to maintain optimal stock levels.
3. Oversaw labeling and merchandising of inventory to maximize sales impact and customer experience.
4. Created comprehensive reports on inventory metrics and presented findings to management for strategic decision-making.
5. Enhanced customer satisfaction by providing exceptional service during peak shopping periods.
6. Developed and maintained inventory tracking systems to improve operational efficiency.
7. Collaborated with cross-functional teams to align supply chain activities with business objectives.

Supply Coordinator

📅 Mar / 2020-Mar / 2021

Crescent Moon Design

📍 Portland, OR

1. Procured essential supplies for multiple healthcare units, ensuring timely availability and compliance with regulations.
2. Managed inventory control processes across various locations, optimizing stock levels and reducing waste.
3. Executed contracts with vendors, achieving significant cost savings through strategic negotiations.
4. Led initiatives to improve supply chain workflows, resulting in enhanced operational efficiency.

EDUCATION

Bachelor of Science in Supply Chain Management

📅 Mar / 2019 - Mar / 2020

University of Logistics

📍 Denver, CO

Studied supply chain management principles, logistics, and procurement strategies.

SKILLS

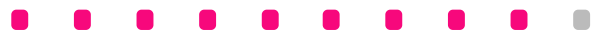
Material Handling



Erp Software Proficiency



Time Management



Problem Solving



Communication Skills



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

📋 Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Russian



Mandarin

ACHIEVEMENTS

- ★ Improved inventory accuracy by 25% through enhanced tracking systems.
- ★ Reduced procurement costs by 15% by negotiating better terms with suppliers.