



AMELIA MOORE

Executive Supply Specialist

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PROFESSIONAL SUMMARY

Strategic Executive Supply Specialist with over 10 years of experience in optimizing supply chain logistics and inventory management. Adept at enhancing operational efficiency through innovative process improvements and meticulous data management. Committed to driving organizational success by delivering exceptional supply solutions that meet evolving business needs.

WORK EXPERIENCE

Executive Supply Specialist

📅 Apr / 2019-Ongoing

WidgetWorks Inc.

📍 Denver, CO

- 1. Reorganized mobility sections key processes into an efficient, streamlined unit, reducing customer processing time by 25%.
- 2. Reviewed and approved purchase orders for accuracy and compliance.
- 3. Coordinated and controlled the efficient flow of goods, services, and information to meet customer requirements.
- 4. Briefed senior management on mobility asset status and training reports.
- 5. Maintained up-to-date knowledge of industry trends and regulations.
- 6. Supported sustainability initiatives within the supply chain.
- 7. Participated in contract negotiations with suppliers to secure favorable terms.

Supply Specialist

📅 Apr / 2015-Apr / 2019

Lakeside Apparel Co

📍 Chicago, IL

- 1. Managed daily deliveries of various supplies to local departments, ensuring timely distribution.
- 2. Oversaw the installation of furniture in staff and patient lodges, enhancing operational comfort.
- 3. Conducted minor repairs and maintenance tasks as needed to ensure operational readiness.
- 4. Adapted quickly to logistics operations, ensuring compliance with deadlines.
- 5. Maintained effective customer service and teamwork in all supply chain activities.
- 6. Utilized troubleshooting skills to resolve operational issues promptly.

EDUCATION

Bachelor of Science in Supply Chain Management

📅 Apr / 2012 - Apr / 2015

University of Logistics

📍 Denver, CO

Focused on supply chain optimization, logistics, and inventory management.

SKILLS

Forecasting Techniques



Data Entry Skills



Safety Standards Knowledge



Lean Methodologies



Team Collaboration



Supplier Relationship Management



INTERESTS

✍ Writing

💡 Public Speaking

🍳 Cooking

🧩 Puzzle Solving

STRENGTHS

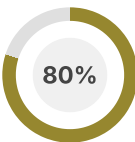
📅 Planning

😊 Enthusiasm

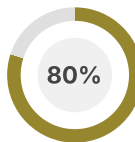
👍 Willingness

🍃 Sensitivity

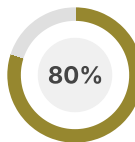
LANGUAGES



English



French



Spanish

ACHIEVEMENTS

- ★ Implemented a new inventory tracking system that improved asset visibility and reduced discrepancies by 30%.
- ★ Led cross-functional teams in the development of supply chain strategies that resulted in cost savings of 15%.
- ★ Achieved 100% accountability of all assets through rigorous tracking and auditing processes.