

# JANE DOE

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## OBJECTIVE:

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A full-time position in procurement or supply chain management that will allow me to fully utilize my related professional experience, proven leadership and communication skills, and business education to further advance the interests of the company.

## EDUCATION:

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DePaul University, Chicago, IL

*Bachelor of Science in Business Administration*

Specialization: Supply Chain Management; Minor: Entrepreneurship

Anticipated Graduation Date: May 2011; Cumulative GPA: 3.5

## PROFESSIONAL EXPERIENCE:

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### Main Stream Renewables, Chicago, IL

*Logistics Intern, May 2010-August 2010*

- Demonstrated excellent analytical skills by compiling and evaluating returnable container parameter information for more than 90,000 part numbers across North American facilities to identify data irregularities and create a baseline from which to improve overall data integrity
- Communicated with representatives from 17 John Deere facilities to understand the unique container management processes and projects at each unit in order to identify inconsistencies, best practices, and areas of improvement
- Developed a recommended future state returnable container data management process map for use across North American segment of the enterprise and provided key recommendations to improve current data availability and ensure a sustainable data management process in the future

### John Deere Commercial Products, Augusta, GA

*Supply Chain Management Intern, May 2009-August 2009*

- Identified and initiated five cost reduction projects with a total estimated annual savings of \$1,185,000
- Developed project management skills by organizing and leading cross-functional teams to advance cost reduction and business process improvement projects
- Improved communication and organization skills by tracking a supplier production capacity assessment involving over 100 international and domestic suppliers

### Eaton Corporation, Van Wert, Ohio

*Purchasing Intern, January 2009-May 2009*

- Acted as the primary buyer and contact person for over 25 supplier accounts and resolved issues related to on-time delivery, receiving, quality, and payments
- Responsible for analyzing forecasted demand each day and ordering components for three Eaton facilities, including two in United States and one in Mexico
- Interacted with the customer service and scheduling departments and suppliers to identify problems and develop corrective actions to continuously improve customer satisfaction

## LEADERSHIP ACTIVITIES:

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### Delta Sigma Pi, Professional Business Fraternity, Fall 2008-Present

*Vice-President of Alumni Relations, Fall 2009*

*Vice-President of Professional Activities, Fall 2009-Spring 2010*

- Coordinated a comprehensive collection of 17 professional development activities which increased the number of events by more than 100% from the previous year and secured the participation of 95% of organization members
- Demonstrated excellent project management skills by partnering with corporate human resources teams and various university departments to ensure successful planning and execution of all events

*Chapter Collegian of the Year Award, Fall 2009*

*Director of Fundraising, Spring 2008*

- Organized numerous fundraising events to raise over \$5,000 in revenue and enlisted the participation of more than 90% of organization members in fundraising initiatives
- Designed and implemented an annual corporate sponsorship program that secured four sponsors and \$1,250 in its initial year