

FirstName LastName

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Education

Master of Science, Supply Chain Management

May 20XX

Towson University, Towson, MD

Graduate Capstone Project:

- Collaborated with an organization to analyze a supply chain challenge using Excel and Tableau
- Developed and presented recommendations to faculty and industry professionals at the Supply Chain Forum

Bachelor of Science, Business Administration

May 20XX

Towson University, Towson, MD (GPA 3.5)

Certifications

International Maritime Dangerous Good (IMDG) Hazardous Certification

Valid February 20XX – 20XX

Microsoft Office Specialist (MOS): Excel Associate (Microsoft 365 Apps)

April 20XX

Relevant Experience

Pricing Analyst, Nelson & Co, Baltimore, MD

August 20XX – Present

- Coordinate, analyze, and provide air and ocean transportation pricing
- Maintain and develop 15 relationships with global agents and partners
- Develop weekly Excel spreadsheets to analyze and improve current quote methods, two per week
- Use Cargosphere to quote and maintain customer feedback responses on pricing proposals

Sportshirt Planning Trainee, Sportswear Inc., Baltimore, MD

May 20XX – August 20XX

- Analyzed past sales from previous years to determine stock for the new season
- Created Excel spreadsheets to rank each store based on given criteria, approximately 10 store comparisons
- Processed over 30 purchase orders per week to support inventory replenishment activities
- Generated reports for upper management weekly based on variable data requests

Facility Manager, Towson University Campus Recreation Services, Towson, MD

August 20XX – May 20XX

- Maintained facility records across operational tracking spreadsheets biweekly
- Served as facility coordinator for accident, injury, and incident reports
- Ensured compliance with facility safety standards through effective communication

Career Introductory Member, Baltimore Orioles, Baltimore, MD

April 20XX – September 20XX

- Developed a proposal for a fan engagement initiative including a cost analysis and stakeholder assessment
- Supervised 50+ live interactive activities, in-game contests, promotions, entertainment, and fan contests

Leadership Experience

Presidential Ambassador, Towson University, Towson, MD

August 20XX – May 20XX

- Assisted the President of Towson University with student relations through bi-weekly briefings
- Developed student-oriented activities designed to promote school pride

Student Advisory Board Member, Campus Recreation, Towson, MD

January 20XX – December 20XX

- Planned employee training and implemented programs and trainings designed to improve student employment experiences

Treasurer, Central Business Association, Towson, MD

September 20XX – May 20XX

- Maintained accurate transaction records and reviewed pending expenditure proposals
- Managed a \$2,000 budget for department events and supplies