

FirstName LastName

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EDUCATION

Master of Science in Supply Chain Management May 20XX
Towson University, Towson, MD

Bachelor of Science in Business Administration May 20XX
Towson University, Towson, MD | GPA 3.1

CERTIFICATIONS

International Maritime Dangerous Good (IMDG) Hazardous Certification Valid February 20XX – 20XX

Towson University Computer Proficiency Exam April 20XX

- Microsoft Office Certified (Excel, Word, PowerPoint)

RELATED EXPERIENCE

Pricing Analyst, Nelson & Co, City, MD August 20XX – Present

- Coordinate, analyze, and provide air/ocean transportation pricing
- Maintain and develop new business and relationship with foreign agents, approximately 25 connections
- Develop weekly excel spreadsheets to analyze and improve current quote methods, two per week
- Use Cargosphere to quote and maintain feedback responses of quotes

Sportshirt Planning Trainee, Sportswear Inc., City, 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 11 store comparisons
- Dispersed over 30 purchase orders per week as they were received in the warehouse
- Created 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 documents and updated eight facility spreadsheets biweekly
- Served as facility coordinator for accident, injury, and incident reports
- Monitored and enforced general safety standards maintained building-wide through effective communication

Career Introductory Member, Baltimore Orioles, Baltimore, MD April 20XX – September 20XX

- Submitted proposal for a new initiative called the Fan Appreciation Program including a cost analysis and stakeholder needs assessment
- Supervised live interactive activities, in-game contests, promotions, entertainment, and fan contests

LEADERSHIP AND INVOLVEMENT

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

Fan Development Staff, Towson University Athletics, Towson, MD March 20XX – May 20XX

- Managed Towson University's Mascot Doc the Tiger's Facebook and Twitter accounts

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