



# JENNIFER MELON

ASSOCIATE III, PURCHASING

## CONTACT

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[www.resumekraft.com](http://www.resumekraft.com)

## SKILLS

Purchasing

Order Management

Record keeping

Research and Analysis

Team-Oriented

Flexibility and Adaptability

Problem Resolution

## LANGUAGES

English

Filipino

## HOBBIES

Reading Books

Photography

Travelling

## SUMMARY

Enthusiastic Supply Chain Specialist eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of purchasing systems transactions and adherence to procedures and on-going education regarding logistics and supply chain management. Motivated to learn, grow and excel in the logistics and supply chain industry.

## EXPERIENCE

### Associate III, Purchasing

Jul 2019 - Present

Instaco Micro

I'm responsible for purchasing of products and services to meet company requirements and maintain appropriate inventory levels. Negotiates best deals with vendors and ensures adherence to quality and delivery standards. Interfaces with multiple internal departments to resolve discrepancies related to invoicing, shipments, etc. It also involves specializing in a specific area (e.g. services, IT products, etc.) or functional support.

### Logistics Specialist Under Cycliq AU

Apr 2018 - Jul 2019

MN Corporate Solutions

- Order fulfillment
- Inventory Management of different consignment facilities.
- Shipment tracking (ETA, courier, tracking numbers etc.)
- Coordinating with third party logistics.
- Customer Support (order related inquiries)

### Support Representative I

Feb 2018 - Apr 2019

Vinsco Marshall

- Enters orders into system pursuant to individual order characteristic requirements. Orders may be received via Usage Report, CRM, e-mail, fax, electronic (EDI, XML), telephone, or other relevant sources.
- Handles basic special pricing requests to ensure completion within customer SLA, long with maintaining accuracy.
- Researches and confirms product availability and pricing to requestors (i.e. customer, Sales Rep, AE, Management).

## EDUCATION

### Master in Logistics And Supply Chain Management

Nov 2019 - Present

Technological Institute Of The NewYork

### Bachelor of Arts in Broadcasting

Jun 2011 - Apr 2015

University Of Texas - Austin

- March 2015 Exemplary Academic Performance Award
- Public Relations Officer for Internal Affairs.