

JENNIFER OSUNDE



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EXPERIENCE

US Pharmaceutical Corp - QA Redliner/ Administrative Assistant

January 2019 - March 2020

- Ensured compliance of pharmaceutical & cosmetic documents with FDA regulations, demonstrating strong attention to detail.
- Managed inventory records of product versions, showcasing effective supply chain management skills.
- Coordinated with suppliers to confirm up-to-date FDA licensing, maintaining strong vendor relationships.

Amazon - Team Lead

September 2016 - January 2019

- Effectively managed & coordinated a team of 6-12 members, ensuring efficient logistics operations & timely completion of tasks
- Oversaw the operation, maintenance, & restoration of equipment worth 2.5 million dollars, demonstrating strong supply chain & asset management skills
- Conducted safety training sessions for team members while maintaining a positive attitude, promoting a safe & supportive working environment

Office Depot - Sales/Copy & Print Personnel/ Logistics

July 2015 – September 2016

- Assessed customers' needs & provided tailored solutions, demonstrating excellent customer service skills.
- Designed & produced a variety of print materials, including flyers, posters, & invitations, showcasing creative abilities.
- Supported clients with office equipment usage & prepared shipping labels, ensuring efficient logistics processes.

SKILLS

- Expertise in Microsoft Office Suite all programs (Highly proficient in Excel, Word, PowerPoint, Project, Publisher)
- Expertise on Adobe Creative Suite (Highly proficient PDF, Photoshop, Lightroom)
- Python, SQL, CSS, HTML, Java
- Know how to use Windows, Macintosh, Linux, OS/400 systems
- IBM Design Thinking

HIGHLIGHTS

- Strong interpersonal skills have enabled building & maintaining relationships with clients, colleagues, & vendors.
- Highly organized & detail-oriented, ensuring efficient logistics processes & accurate inventory management.
- Adaptability & commitment to serve in various environments, including worldwide deployment & challenging conditions.
- Proficient in a variety of computer systems & software, streamlining supply chain management & communication.
- Skilled in anticipating mission needs, operational requirements, & offering alternative solutions & advice.
- Confident, articulate team player, excelling in both written & verbal communication.
- Quick learner with a growth mindset, eager to expand knowledge in logistics & supply chain management.

EDUCATION

Bachelor of Computer Information System, Cyber Security, Degree expected December 2023

Georgia State University, Robinson College of Business, Atlanta, GA

✓ **Relevant Courses:** Database Management, System Analysis, Managing IT Projects, WomenLead in Technology, Managing Human Resources

Associates Degree of Science, Degree earned May 2020

Georgia State University, Perimeter College, Decatur, GA