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| **JENNIFER OSUNDE** | 470-929-5956    sue.doe.nym.jo@proton.me |
| EXPERIENCE | SKILLS |
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| ***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.  |  | | --- | |  | | |  | | --- | | * 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, AS400 systems * IBM Design Thinking | |
| ***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.  |  | | --- | | 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 | | |  | | --- | | 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 exp& knowledge in logistics & supply chain management. | |
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