

Tantely Matthieu

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Tri-lingual: English, French & Malagasy

EDUCATION

B.A. in Economics - 2014
Temple University, Japan Campus
MBA in Business Analytics & Finance
American University, USA
Currently enrolled – Class of 2022

Procurement, Logistics & Inventory Management Professional

- Resourceful and detail-oriented manager with progressive experience analyzing, planning, coordinating, and managing day-to-day activities of buyers, suppliers, and support staff members regarding sales and logistics of materials/products while enhancing productivity of underperforming areas.
- Recognized for coordinating inter-departmental operations, executing continuous process enhancement procedures, establishing better measurements to evaluate KPIs, as well as identifying/resolving critical problems through thorough data analysis and process evaluation.
- Instrumental in streamlining supply chain processes, developing/implementing sourcing strategies, and collaborating with vendors and customers to achieve corporate objectives.
- Thrives in a deadline intensive and multi-cultural environment, multi-tasking, performing under pressure and meeting deadlines with excellent communication, problem solving, and time management abilities.

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|--------------------------------|--------------------------------|------------------------------|
| ❖ Strategic Planning | ❖ Quality Assurance/Compliance | ❖ Cost Containment/Reduction |
| ❖ Supply Chain Management | ❖ Data Analysis | ❖ Training & Development |
| ❖ Inventory Control & Analysis | ❖ Policies/Procedures Review | ❖ Documentation & Reporting |

Career Experience

Procurement & Logistics Analyst, WD Lab Grown Diamonds, Beltsville, MD

2017 to 2020

Establish measurements to better fit the ever-evolving business in order properly evaluate current KPIs for potential growth and new challenges. Formulate reports regarding the progress of multiple departments' projects, then monitor the accuracy of updates from various support staff members. Collaborate with partners and vendors on new and on-going orders and monitor the progress of equipment returns and repairs for more precise data collection and decision making. Devise and execute robust strategies to ensure adequate supplies, streamlining the operations of multiple departments. Comply with standards of contract of sales by preparing and issuing purchase orders and reviewing new contracts. Maintain detailed records to support accounting department in verifying APs and ARs. Conduct and manage overall survey and documentation for imported supplies and exported components for returns/repairs

- Ensured proper allocation/utilization of resources as well as managed budget of \$15M in 2019 and \$10M in 2018 to complete multiple projects within restricted timelines and budgetary constraints.
- Maintained transparency of information through proper documentation of material for key projects and purchasing processes.
- Played key role in establishing new processes and measurements to collect accurate data for proper system enhancements, resulting in faster inventory turn-over.
- Enhanced skill of new logistics and sales associates by delivering quality guideline and training.
- Provided additional analysis for periodic business evaluation and management direction to optimize supply chain.

Senior Logistics Associate, WD Lab Grown Diamonds, Beltsville, MD

2016 to 2017

Developed and implemented import and export strategies regarding customer and department demands with suppliers' capabilities. Delivered and reconciled orders to ensure accurate order deliveries. Analyzed data from current processes of production and sales. Ensured seamless inventory management/control procedures as well as acknowledged clients regarding deliveries.

- Gathered, organized, and analyzed data for periodic reports in order to optimize material production and delivery of products.
- Maintained proper reports and documentations of logistics and sales to ensure proper delivery of products within specified timelines.
- Built and fostered productive relationships between sales, vendors, customers, and carriers to accomplish designated business targets.

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Technical Skills:

- Tri-lingual: English, French & Malagasy
- Familiar with the usage and implementation of business IT systems: ERP, CRM, and BI.
- Microsoft Applications: Microsoft Server SQL, Excel, Access, Word, PP, Power BI and MS Projects for Data mining, tracking, analysis, and reporting.

ADDITIONAL EXPERIENCE

May 2015 – October 2016 Sales Associate & Administrative Assistant

VFG Technology, Laurel MD

- Responded to phone and e-mail inquiries to clients and associates to move orders efficiently.
- Strived for efficient resolution of any complaints for order fulfillment or returns.
- Prepared and organized new client accounts.
- Prepared and distributed daily inventory listing through web-portals & servers catered to each client individually.
- Assisted the team in meeting and exceeding monthly quotas.
- Prepared marketing material for editorials and other media outlets (magazines, websites, etc...)
- Performed daily tasks including stocking, pricing markdowns, transferring merchandise, inventory control, and processing transactions.

May 2012 – October 2013 Student Government Vice President

Temple University, Tokyo (Japan)

- Created with the President and the other officers the new election codes for future student elections.
- Helped to ratify a new constitution for the Student Government, its functions and its jurisdiction.
- Remade and updated the inventory on all properties of the SG and the student body.
- Assisted members of the SG in the development of their respective projects requiring expertise in finance.
- Analyzed the viability and risk of any other student project proposal addressed to the SG.
- Managed and edited the SG section of the website.
- Coordinated the day to day activities of the SG along with the President.
- Attended budgeting and project meeting with the administration and the club officers.
- Oversaw all events initiated and/or carried by the SG.
- As advisor after tenure, I verified every new transaction made by the new office from October to January 2014.

May 2013 – July 2013 Summer Intern and Assistant to the CEO of RIJ.

Refugees International Japan, Odaiba, Tokyo (Japan)

- Analyzed and evaluated past and current RIJ projects to forecast or investigate new solutions based on data results. Results were additionally used find to help secure new funding and new projects during fundraising events and board meetings.
- Updated and digitalized the library and photo albums of RIJ.
- Assisted staff in making and carrying out several fundraising events for RIJ.
- Made and edited several promotional videos for RIJ to promote awareness for the refugees of wars.
- Managed and edited the RIJ intern section of the website weekly to attract additional participants and volunteers in RIJ events and projects.
- Translated from French to English and vice versa, documents, reports, interviews.
- Created and coordinated student led events and organizations for further rising awareness and promote RIJ in Universities in Tokyo (Waseda University, Temple University)
- Created, updated or translated materials (reports, posters, pamphlet, and videos) for potential partners of RIJ for further assistance financially or materially.