**SKILLS SUMMARY**

* Bachelor of Arts Degree, Supply chain and Logistics management, & Finance
* Studied *Lean* Manufacturing principles under Norman Bodek, “The God father of Lean” *(Harvard Business Review)*
* Two years of experience in purchasing
* Two years of Office experience
* Two years of College Baseball experience team working
* Proficient in Globus, SAP/cbFC, DOS, Microsoft Excel, Word, Outlook, and Lotuds Notes
* Outgoing, charismatic, detail oriented, motivated, and persistent

**PROFESSIONAL EXPERIENCE**

Chapter Alumni LLC 2011-present

*Logistics Coordinator*

* In charge of all shipping, procurement, and inventory management activities. This included monitoring safety stock, coordinating shipments of inventory, and negotiating with suppliers.
* Helped owners with product launch and initial forecasting and procurement.
* Managed project events from start to finish. 100 to 1,200 peoeple.
* Helped scheduling for events
* Decreased overall expenses by 15% per event by utilizing lean principles.

Portland State University Portland, OR 2009-2010

*Disability Resource Center Office assistant*

* Communicated directly with students and faculty
* Organized, filed, and compiled time sensitive data
* Assisted students with sensitive information

Kellys Cafe 2006-2008

*Server/ Lead Host*

* Worked my way up from bussing tables and running food to hosting and serving.
* Ensured strong customer satisfaction.
* Set up large party reservations and provided quotes.
* Planned and coordinated the flow of guests to optimize sales.

**LEADERSHIP**

*Black Cultural Affairs Board Treasurer 2009-2012*

* Handled correspondence and managed routine detailed work for president
* Assisted in coordinating various events
* Managed and prepared budgets for the entire organization

*Simon Benson Alumni Dinner/Awards Celebration Volunteer F all 2010*

* Aided staff with organizing the event
* Efficiently distributed entry information for over 1600 Guest

*Associated Students at Portland State University(ASPSU) Student Senate 2008-2010*

* Affectively made decisions using preliminary procedures
* Successfully communicated valuable information between students, staff, and the student body president

*Salvation Army Volunteer Fall 2007*

* Prepared and served meals for the homeless

**EDUCATION**

**Portland State University**

* Bachelor of Science degree in Supply Chain and Logistics Management, & Finance

**Clark College**

* Associates of Arts emphases Accounting

## ACTIVITIES/AWARDS

* African American Achievement Award Recipient March 2012
* President’s Academic Achievement Award Recipient June 2007
* Diversity Scholarship Recipient Spring 2007-2012
* Academic Scholarship Recipient 2008-2011

# Selected to represent Portland State University in the N.G.A. National Marketing Competition

**REFERENCES**

Barry Langdon: Manager of Capital City Honda (Olympia Washington)

(Letter of recommendation available on request)

((208) 420-4730)

Norman Bodek: Professor of Japanese Management at Portland State University Published over 250 books on lean manufacturing and is referred to as the *“Godfather of Lean”* by the Harvard Business Review.

[Bodek@pcspress.com](mailto:Bodek@pcspress.com)

Scott J. Eisenberg: Operational Buyer at Daimler Trucks North America

((541) 554-6013)