

Experience

Project Manager	Planet of IT	Feb 2020 – Present
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Mississauga, ON

- Developed project plan, schedules, and budget based on customers' requirements and collaborated with the account teams. Point of contact for the technical team and the customer.
- Reviewed project documents and ensured they complied with quality standards to meet deadlines.
- Ensured that project deliverables meet business needs as well as maintained productive working relationships with internal and external partners.

Procurement/Supply Chain Coordinator Co-op	Comark	Jan 2019 – Apr 2019
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Toronto, ON

- Developed an end user process map as well as created requisition orders for store supplies for the purchasing plan to improve supply chain performance
- Constructed two purchasing plans on Excel to analyze the cost difference between minimum safety stock and optimizing lead time
- Communicated with the internal team and vendors to ensure accuracy in data and report suppliers' performance

Sales and Support Associate	Chico's	Jan 2017 – Jan 2019
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Mississauga, ON

- Supervising and coaching new employees with cash training and operations; provided a strong customer focus, and minor customer logistics/retail duties to support the management
- Processed the daily cycle counts to drive and manage inventory accuracy which improved customer satisfaction and improved profitability
- Analyzed the slow-moving inventory and provided monthly reports (reporting) to the management

Education

Professional Certificate in IBM Data Science	EDX	Dec 2020 – Present
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Bachelor of Commerce in Supply Chain Management	Humber College	Sep 2014 – Dec 2019
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Skills

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- Knowledge of information systems integrations, understand how businesses work and technically proficient
 - Able to build collaborative and maintain professional customer relationships with people
 - Solid familiarity with fast-paced Supply Chain concepts: Six Sigma, DMAIC, Lean and Continuous Improvement
 - Solid familiarity with Supply Chain concepts: service level agreements, orders, supplier scorecard, and KPI.
 - High level energy; flexible working independently and with teams to resolve issues; management skills
 - Project management knowledge: work breakdown structures, network diagrams, and Gantt charts.
 - Strong research, analytical and creative problem-solving skills with high attention to detail as well as prioritize and complete multiple tasks in a timely (time-management skills) and organized manner
 - Strong interpersonal skills and communication skills that help with building relationships and support the business needs analyze, analyze, analyst, analyst, product, product, analysis, analysis, competitive, ability to analyze, forecasting, forecasts
 - Computer skills: MS Office, Excel proficiency: V-lookups, Formulas, Pivot tables, SAP, Dolibarr, Jira