

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## SUMMARY

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Procurement and Material Planning Specialist with management experience, and exceptional leadership skills. Versed in strategic sourcing and continuous improvement, I desire a challenging role in Supply Chain Leadership. Excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences.

## SKILLS

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- Operations Management
- Strategic Sourcing
- Operational process tools
- Advanced Negotiator
- Materials Planning
- Process Improvement
- Advanced in SAP
- Advanced in Analytics

## ACCOMPLISHMENTS

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Carrying continuous improvement tools to Dorman Products, I was able to rebuild the supply chain of the packaging product group, with the help of the product team to increase inventory turns, decrease company costs on packaging, and build strong relationships with product group vendors. This one year project has lead to increased job performance, reduction in time spent on particular jobs, and has brought Dorman more than \$350,000 in yearly savings.

## EXPERIENCE

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06/2017 to Current **Procurement Specialist/Material Planner**

Dorman Products – City, STATE

- Optimized roles at all levels, facilitated communication and adjusted culture to be more open and productive, while merging multiple roles into one.
- Boosted company efficiency and customer satisfaction by streamlining processes deemed inefficient.
- Created solutions in the areas of inventory, reporting, distribution and product upgrades that led to system improvements and streamlined processes.
- Managed entire project life cycle from initial concept through final delivery.
- Set project schedules and oversaw milestones for duration of project.

01/2017 to 06/2017 **SAP SME (Subject Matter Expert)**

Clemens Food Group – City, STATE

- Attended over 50 hours of training to become a super user in SAP. After becoming advanced in SAP, it became my duty to train all supervisors in my area of the business on SAP user responsibilities, and create a plan to enable a smooth transition of business software.
- My team and I were tasked with overseeing all cost comparisons between our old system and SAP, to ensure all BOMs were correct, and that all costs were transitioning to SAP correctly.

09/2016 to 07/2017 **Cost Accountant - Production Analyst**

Clemens Food Group – City, STATE

- Recommended operational improvements based on tracking and analysis. Performed competitor bench marking analysis and identified savings opportunities and potential product enhancements. Prepared the business to go live with SAP.

## EDUCATION AND TRAINING

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2015

**Bachelor of Science: Agribusiness Management**

The Pennsylvania State University - State College, PA

Specialization in Food Science and Technology