

Min (Michelle) Xiao

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PROFILE:

Results-driven, analytical and motivated supply chain and logistics professional with the ability to streamline workflow, improve business operation processes and conduct data analysis as part of planning and implementing cross functional projects that result in a reduction of total cost of ownership and optimize supply solutions. Exceptional experiences in data analysis and problem-solving skills to design and implement systems and procedures that maximize efficiencies and optimize profit growth.

AREA OF EXPERTISE:

- Process Improvement
- Operation Budgets
- Marketing Analysis
- Cost and Forecasting Analysis
- Supply Chain Management
- Project Management
- Data Analysis
- Supplier/vendor Relationship
- Excel Vlookup, Pivot table
- SQL, HTML, CSS, JavaScript
- Visio, C#, SharePoint
- Outlook, Access, PowerPoint

HIGHLIGHTS OF QUALIFICATIONS:

- Supply chain and logistics management and database analyst education background and working experience.
- Business analytics skills include advanced Excel, PowerPoint, SQL and willing to learn and adapt to environment fast
- Previous experience using ERP system to assist and manage order entry, work processes, management of service levels.
- Purchased operation supplies and analysis pricing cost as well as resolve procurement related logistics issues.
- Inventory control management, pricing analysis, system and operation planning process experience.
- Developed and maintained positive relationships with internal clients and external suppliers and vendors.
- Knowledge of supply chain procedures (planning, lean/six-sigma, demand planning, and KPI metrics).
- Good communication skills both in oral and written and proven ability to effectively interact with multi-functional areas.
- Advanced problem solving to ensure accurate analysis and support for business decisions.

RELATED EXPERIENCE:

Xi'an MinSheng Group Co., LTD_Business Analyst Intern

Xi'an, China

July 2015 – Nov 2015

- Utilized ERP to managed inventory adjustments, transferred and analyzed root causes of inventory issues.
- Recommended solutions to improve turn rates and percent of fill while optimizing the inventory of the vendors.
- Coordinated with material analysis within all cross-functional internal teams for efficient decisions and dispositions.
- Created business reports by collecting, tracking and analyzing database that helped implement better solutions.

Menards_Manager Trainee

Marion, OH

Dec 2013- April 2014

- Utilized inventory management system to monitor inventory level and identify target areas for improvement software's.
- Applied leadership as a department manager of 6 people in order to manage day-to-day operations.
- Daily maintained data accuracy of the billing inventory account payable system on a daily basis.

Homeport_Supply Chain Coordinator Intern

Columbus, OH

May 2013 - August 2013

- Revised and implemented inventory control procedures and ensured the timely processing of database management.
- Purchased replenishment parts and materials in accordance with company policies and associated material agreements.
- Improved procurement process of vendor selections by analyzing business requirements and operation needs.
- Revised and implemented inventory control procedures and ensured the timely processing of database management.
- Saved 5% of annual operation cost through analysis vendors' pricing and product selections and process development.

Community Kitchen Inc._Inventory Control Analyst Intern

Columbus, OH

May 2013 - August 2013

- Established and controlled stocking levels for food and operation supplies through a computerized inventory system.
- Created an operation data flowchart and SOP, develop and implement inventory management policies and procedures.
- Monitored and tracked all inventory on a daily basis, maintaining 100% accountability at all times.
- Contributed to an effective overall replenishment process by reviewing and adjusting max caps on a regular basis.

OTHER EXPERIENCE:

Global Visionaries_Salesforce Database Intern

May 2014 – August 2014

889 Global Solutions_Marketing Analyst Intern

Nov 2012 - Dec 2012

EDUCATION:

Bellevue College, Certificate: Database Analyst

June 2015

The Ohio State University, Fisher College of Business

Columbus, OH

Bachelor of Science in Business Administration, Major: Logistics (supply chain) Management

August, 2013