

Reed Kelly

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PROFFESIONAL SUMMARY

Detail-oriented Supply Chain and Project Management professional with internship experience in procurement analytics, data integrity improvement, and large-scale project coordination. Strong background in Excel, SAP Ariba, Power BI, and project scheduling tools. Proven ability to support multimillion-dollar projects and deliver operational improvements through structured analysis and communication.

EDUCATION Milwaukee School of Engineering (MSOE)

B.S. Business Administration Supply Chain & Operations Major, Finance Minor | GPA: 3.5 | Expected Grad May 2026

SKILLS

SAP Ariba | MS Excel | Bluebeam | MS Office | Power BI | Bid to Win | Project Management | Schedule Organization

RELEVANT EXPERIENCE

Supply Chain (Technology Procurement) Intern

May- August 2025

Johnson Controls- Glendale, WI

- Reconciled procurement data across ESR and Power BI to support ~\$1B in supplier spend.
- Corrected data gaps using advanced Excel tools, improving accuracy for supply chain operations.
- Processed NDAs in Ariba and participated in executive/supplier meetings to support strategic sourcing

Construction Management Intern- 3 Summers

May- August 2022-2024

Rock Road Companies INC.- Janesville, WI

Lead Project Manager (2024 Assignment)

- Served as project manager and primary contact for a \$3M Blackhawk Technical College parking lot project.
- Scheduled 8 subcontractors through construction phases of pre-con, removals, grading, and paving.
- Utilized Bluebeam, Excel, and scheduling tools to produce project plans and presented progress and forecasts in executive-level meetings.

Assistant Project Manager (2022 and 2023 Assignment)

- Supported the internal project manager and City of Janesville engineers in managing the city's street rehab program across 20+ reconstruction sites.
- Scheduled subcontractors, measured quantities, and delivered on-site progress updates in executive meetings
- Assisted the senior surveyor with civil construction layout, using Trimble GPS to mark storm-sewer, slope, and grading locations.

Project Manager

September 2021- May 2022

Business Capstone- Janesville, WI- Janesville School District

- Presented an in-house high school daycare proposal to ~100 stakeholders, contributing to its implementation.
- Led financial and feasibility analysis, district surveys, and SWOT/PESTLE research to support data-driven recommendations.

WORK HISTORY

Associate- Rogan's Shoes (2019-2022) | Server –Fiserv Forum (2023-2024) | Bartender- Elwood's MKE (2024- Current)