

Reed Kelly

kellyr@msoe.edu | (608) 728-1982 | www.linkedin.com/in/ReedKellyMSOE

PROFFESIONAL SUMMARY

Detail-oriented Supply Chain and Project Management professional with internship experience in procurement analytics, data integrity improvement, cross-functional collaboration, and large-scale project coordination. Strong technical background in Excel, SAP Ariba, Power BI, and project scheduling tools. Proven ability to manage complex data workflows, 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 (Procurement) Intern | Johnson Controls | Glendale, WI Headquarters | Summer 2025 | 40 hrs/ week

Reconciled and aligned procurement data between ESR and SharePoint systems, supporting the management of approximately \$1B in supplier spend among JCI's Technology Procurement team.

- Utilized advanced Excel functions and pivot tables to analyze procurement data and identify gaps across files.
- Populated hundreds of missing data points, improving data integrity and usability for supply chain operations.
- Processed and submitted 20+ Non-Disclosure Agreements (NDAs) through Ariba contract management
- Participated in executive/ supplier meetings, gaining exposure to strategic sourcing and relationship management

Construction Management Intern | Rock Road Companies | Janesville, WI | 2022-2024 | 40-60 hrs/ week

- 2022 Assignment- Surveyor

Worked alongside the senior surveyor developing a base knowledge of civil construction project layouts.

- Measured and stored quantities (asphalt tonnage) using Bluebeam and MS Excel.
- Used Trimble GPS systems to mark storm-sewer locations, slope intercept locations, and grading elevations.

- 2023 Assignment- Assistant Project Manager

Worked in collaboration with an internal PM and City of Janesville engineers to manage the city's street rehab project.

- Assisted in scheduling various subcontractors for over 20 full and partial street reconstructions.
- Measured quantities and obtained on-site updates to report during executive company meetings.

- 2024 Assignment- Project Manager

Result of 2024 was successful completion of the Blackhawk Technical College parking lot as project manager.

- Primary form of contact on a \$3 million private municipal parking lot job at Blackhawk Technical College.
- Scheduled, assigned, and oversaw 8 subcontractors as the general contractor on the job.
- Worked with systems including Bluebeam, MS Office, MS Excel, and other scheduling technologies to generate interactive schedules, estimate quantities, and communicate with subcontractors.
- Sat in on and presented during internal executive meetings discussing upcoming operations forecasts.

Project Lead | Elevate Capstone Business Program | Janesville School District | 2022

Team assignment was to convince the board to invest in an in-house daycare within both Janesville high schools. Our findings were presented to 100+ individuals including staff and board members who voted on pursuing our findings.

- Led a team to develop a cost forecast to identify potential cost overruns and estimate affordability of the project.
- Dispersed district wide surveys to staff, board members, and students for primary research.
- Developed/ presented both organizational and process business analyses including a SWOT and PESTLE.
- Led research regarding funding, licensing, staff, etc.needed to implement a daycare within the schools.

WORK HISTORY

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

