

Entry-Level Supply Chain Management and Logistics

WORK EXPERIENCE

Confidential Hotel Group, Confidential Location *Regional chain of hotels and resorts* 2020 – 2023

MANAGER IN TRAINING

Involved in a corporate rotational training program, including teaching other participants about hotel services.

Staples, Confidential Location *National chain of office supplies* 2018 – 2020

SALES ASSOCIATE

Participated as a team member that completed inventory count on time before 3rd-party performed an audit and verification. Count was within goal for margin of error established by corporate.

Confidential Real Estate, Confidential Location *Multisite commercial property* 2017 – 2018

OPERATIONS INTERN

Worked with Director of Operations on major filing project for tenant legal records going back to building's conception in 1986. Tenants included large financial firms such as Morgan Stanley and Goldman Sachs.

EAGLE SCOUT

Boy Scouts of America, *Confidential Troop, City*

Earned the organization's highest rank in 2015, after 12 years of involvement and commitment. Held a variety of peer-elected youth and adult leadership roles, including Senior Youth Leader, Assistant Scoutmaster, and Scribe.

EAGLE SCOUT FINAL PROJECT

PROJECT DESCRIPTION

A construction project to build an element for mountain bikes on a local nature trail. The feature was built to attract the community to the trail and is under the purview of the City Parks Department. Project took 1 month to complete.

PROJECT PROPOSAL / PRESENTATION

Proposed and presented to Boy Scout Leadership, *Confidential City Parks Department*, and City Council at multiple stages. Project phases included planning, development and execution.

FINANCIAL

Budget of \$1,200 was not exceeded and all extra funds were donated. Capital was raised through fundraising efforts.

LOGISTICS

Acquired, stored and transported supplies, equipment and materials to the project site. Possible risks were forecasted and plans were presented to the team. Remained adaptable in the event contingencies were needed.

REGULATORY / LEGAL COMPLIANCE

Building permits and permissions provided by the city were obtained after a comprehensive safety plan was put in place and potential site hazards were mitigated.

TEAM LEADERSHIP

Kept all team members focused on the end goal and aware of the project's purpose. Inspiration was given at all stages to boost morale without sacrificing productivity. Team was as large as 10 people, including other Boy Scouts.

Tools for Transition Sample Resume

EDUCATION

Education

Confidential University, *Confidential* Address, 2020

- Bachelor of Science in Business Administration, *International Business*

Study Abroad, *Confidential* University, France, January 2019 – May 2019

- Communicated with numerous representatives from various industries about business cultures across Europe.
- Engaged in German language course to increase opportunity for deeper cultural immersion.
- Attended the 2019 Post-Munich Security Conference where global security issues were discussed.

Educational Tour, *Confidential* Program – Germany, Switzerland, Poland, Austria, Czech Republic, 2015

- Attended two-week guided program throughout Central Europe, learning about the region's politics and culture.

PROFILE

***Confidential* Fraternity**, 2017 – 2018

Vice President of Public Relations

- Took charge of all social media marketing efforts for the chapter.
- Communicated with local business leaders to accomplish annual philanthropic initiatives.

Certificates / Diploma

- Diploma of Import / Export, The *Confidential* Career Institute, 2020
- MOS Certification in Microsoft Excel, 2021
- CLTD Certification with ASCM / APICS, 2021

Professional Training through LinkedIn Learning

- Excel: Advanced Formatting Techniques
- Excel: Advanced Formulas and Functions
- Excel: Essential Training
- Six Sigma Foundations

International Travel

Austria, Bahamas, Canada, Cayman Islands, Czech Republic, Denmark, Estonia, Finland, Germany, Hungary, Ireland, Italy, Jamaica, Liechtenstein, Malta, Mexico, Poland, Portugal, Slovakia, Sweden, Switzerland

Volunteer

- Into the Streets at *Confidential* University
- Special Olympics at *Confidential* State
- Wreaths Across America
- Scouting for Food