
SUPPLY CHAIN ASSISTANT RESUME

Objective:

To obtain the position as Supply Chain Assistant to ensure smooth and conflict free functioning of all operations within the organization.

Summary of Skills:

- A great deal of knowledge of and experience with Supply Chain Management systems
- In – depth knowledge of applications, inventory management, distribution, logistics, and other supply chain operational functions
- Ability to handle multiple tasks and projects simultaneously
- Excellent oral and written communication skills
- Ability to learn upgrades and other packages as needed
- Proficient in Microsoft Outlook, Word, PowerPoint, and Excel
- Efficient organization, prioritization and time management skills
- Proven ability to handle highly sensitive and confidential matters

Work Experience:

Supply Chain Assistant, August 2005 to till date
Synectics, Tallahassee, FL

- Ensured to be in contact for all import paperwork.
- Facilitated as a tactical role supporting the Supply Chain Negotiators.
- Issued purchase orders receive against; and archived all purchases.
- Managed the supply chain office and supplies.
- Created and updated meeting minutes, and ensured initiation of action plan.
- Assisted in issuing bids and posting supplier responses.

Supply Chain Assistant, May 2000 to July 2005
Ascension Health, Tallahassee, FL

- Ordered office supplies-mobile phones and flowers; adhering to the exact need.
- Managed calendars, planned meetings ensured scheduling of telephone conferences and travel arrangements.
- Organized and filed documents; managed editing and formatting documents; created and distributed reports and presentations.
- Created expense reports, assisted in budgets and forecasts; and reviewed & updated invoices.
- Served as liaison for facilities, food works, and security.

Education:

Associate Degree in Business, Bergen Community College, Paramus, NJ

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