
Supply Chain Coordinator Resume

Job Objective

To become a part of your team and serve as Supply Chain Coordinator.

Highlights of Qualifications:

- Extensive experience of performing supply chain coordination and monitoring tasks
 - In-depth knowledge of purchase and import logistics and transportation practices
 - Operational knowledge of MS Office, MS Visio, and SAP APO system
 - Familiarity with material handling, customer service, and inventory control practices
 - Ability to author and deliver work-related reports and business correspondence
 - Ability to comply with all applicable government norms and company policies
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Professional Experience:

Supply Chain Coordinator
Stratasys, Inc., Austin, TX
August 2012 – Present

Responsibilities:

- Provided supply chain support to operations and production teams.
- Assisted with logistics arrangements and ensured cost-effective and timely delivery of goods.
- Monitored and maintained inventory levels of all company goods across all assigned branch locations.
- Handled, interpreted, and resolved supply chain and demand fluctuations issues.
- Processed and followed up on various vendor purchase orders, in a timely manner.
- Oversaw and assisted with supplier selection and communication activities.

Supply Chain Coordinator
Imerys, Austin, TX
May 2009 – July 2012

Responsibilities:

- Created, evaluated, and improved policies and procedures related to supply chain.
 - Planned, executed, and coordinated supply chain operations and activities.
 - Prepared and maintained schedules of product delivery, facility maintenance, and budgeting.
 - Handled and resolved vendor conflicts and performance issues, in a professional manner.
 - Established and maintained profitable relationships with clients and vendors.
 - Determined and documented all needed resources and expected benefits, properly.
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Education:

Bachelor's Degree in Logistics
Southwest Minnesota State University, Marshall, MN

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