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OBJECTIVE: To obtain an entry level position in the supply chain management.

SUMMARY: I have work experience. I am dependable. I am Personable. Flexible. Motivated. I enjoy learning new skills and knowledge, and I work well with others.

OFFICE SKILLS: Proficient in Microsoft Office, QuickBooks

#### HIGHLIGHT OF QUALIFICATIONS:

- Experience working with raw materials inventory
- Experience in production scheduling
- Experience evaluating and reconciling differing contractor and company commercial terms and requirements
- Ability to perform multiple tasks with excellent prioritization skills

#### EDUCATION:

University of Houston Downtown - Houston, Texas  
Major: Management December 2007  
Minor: Supply Chain Management  
External VP of Student Supply Chain Management Association  
VP of the UHD Student Chapter of Society for Human Resource Management

Houston Community College – Houston, Texas  
2002-2005

Bellaire Senior High School– Bellaire, Texas  
Earned Diploma - May 1999  
Track, Booster Club

#### WORK EXPERIENCE:

Doh Family – Houston, Texas 2005 – Present  
Child Care

- Responsible for the care of 2 male toddlers close in age 3 days a week in the evenings

Allied Powder Coating – Houston, TX 1999 - 2002  
Sales Representative/ Customer Service

- Used QuickBooks to manage accounts payable and accounts receivable
- Analyzed database for marketing/sales department
- Assisted an average of twenty to thirty customers a day
- Responsible for marinating production schedule
- Managed inventory flow