

# Daniel Osborn

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**OBJECTIVE** To obtain a summer 2007 internship in a business that recognizes initiative, while further utilizing and developing and my existing Supply Chain and E-Business skills.

**EDUCATION** **Texas Christian University**, Fort Worth, Texas Aug 2005 – May 2008  
BBA in E-Business and Supply Chain and Value Management  
Supply Chain GPA 3.5; E-Business GPA 3.16; Cumulative GPA 3.0

**Tarrant County College**, Fort Worth, Texas Jan 2004 - Aug 2005  
Management Courses  
Cumulative GPA: 3.25

**WORK** **TCU Recreation Center**, Fort Worth, Texas Aug 2005 - Present

**EXPERIENCE** *Facility Team Leader*

- Supervising all staff to ensure the smooth running of the facility
- Cash management responsibilities

*Member Services*

- Entrance control and inventory management duties
- Utilized leadership and interpersonal skills in Ambassador role

**Fort Worth Weekly**, Fort Worth, Texas Apr 2005 - Aug 2005

*Business Intern*

- Assisted with maintenance of the company's website
- Developed and compiled an online database of past issues
- Compiled company financial information for benefits projects

**Headquarters of Canon U.K.** Reigate, U.K. Jan 2003 - Jul 2003

*Customer Service Representative*

- Compiled data to resolve credit and invoice issues with current clients up to the value of £193,000 on a strict time schedule
- Trained new temporary staff on how to use computer systems
- Worked both in a team and individually to resolve customer issues and amended prices by doing extensive background checks on clients

**ACTIVITIES & HONORS**

- V.P. of Professional Development E-Business Association
- Lead writer for the Development Studio Campus Life Project
- Member of the Student Advisory Board for the Center for Professional Communication
- Level Two Certification from the Center for Professional Communication
- Organization for Supply Chain Studies
- Member of the Council of Supply Chain Management Professionals
- Created a website that promotes local business to students

**COMPUTER SKILLS**

- Proficient in SAP R/3, SAP/APO VB.Net, ASP.Net, SQL, HTML, SPSS, Visual Basic,
- Proficient in Project 2003, Visio 2003, Access 2003 Dreamweaver and Fireworks
- Microsoft Office Specialist Certification in Word, Excel and PowerPoint
- Basic manipulation skills in QuarkXPress, Adobe InDesign, Flash 8 and XML

**OTHER**

- American Red Cross CPR and AED certified
- Basic language skills in French
- Volunteer work at Boo at the Zoo and Tarrant Area Food Bank

Expected Graduation Date: May 2008