

# JOHN DAVIS



## SUPPLY CHAIN COORDINATOR

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**Address:** United States, Chicago, IL

Motivated and detail-oriented recent graduate with a degree in Supply Chain Management. Eager to apply strong analytical, problem-solving, and communication skills to streamline supply chain operations in a dynamic, growth-oriented company.

### EXPERIENCE

June 2025 - August 2025	Global Logistics Solutions / Chicago, IL
Supply Chain Intern	<ul style="list-style-type: none"><li>Assisted in coordinating supply chain processes, focusing on data entry, inventory management, and transportation planning.</li><li>Supported senior supply chain managers by gathering data and preparing reports to track shipments and inventory levels.</li><li>Managed scheduling and vendor communications to ensure timely delivery of goods.</li><li>Conducted research to improve processes and reduce costs related to transportation and storage.</li></ul>
May 2024 - June 2025	Best Buy / Chicago, IL
Retail Operations Assistant	<ul style="list-style-type: none"><li>Supported daily operations in the warehouse by organizing and maintaining inventory.</li><li>Assisted with stock replenishment and product categorization to ensure accurate tracking.</li><li>Managed communication between vendors and warehouse staff to ensure smooth product flow.</li><li>Participated in process improvements to reduce the time required for inventory checks.</li></ul>

### EDUCATION

Bachelor of Science in Supply Chain Management	University of Illinois at Chicago / Graduated: May 2025 <ul style="list-style-type: none"><li>GPA: 3.7/4.0</li><li>Relevant Coursework: Logistics Management, Operations Strategy, Data Analytics for Supply Chain, Inventory Control</li></ul>
Certifications	<ul style="list-style-type: none"><li><b>Certified Supply Chain Professional</b>, APICS, August 2025</li><li><b>Lean Six Sigma Yellow Belt</b>, American Society for Quality, July 2024</li></ul>

### SKILLS

Inventory management systems (SAP, Oracle)	Expert	Supply chain data analysis	Expert
Vendor relations and negotiations	Expert	Lean and Six Sigma methodology	Expert
Proficient in Microsoft Excel and Power BI	Expert	Strong communication and team collaboration skills	Expert