

JANE SMITH

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EDUCATION:

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Graduation: Month Year

Rutgers Business School – Newark/New Brunswick

Bachelor of Science, (Major)

GPA: 3.5

RELEVANT COURSEWORK:

Industry Client Project, Supply Chain Consulting Project

Month Year – Month Year

- Identified existing problem in procurement department using root-cause analysis
- Presented findings of research to management and provided recommendations for improvement

PROFESSIONAL EXPERIENCE:

BASE, Florham Park, NJ

Month Year – Month Year

Procurement Intern

- Maintained contract data for 40+ vendors providing supporting documentation for negotiations
- Attended RFP meetings to understand bidding process and selection criteria for new vendors
- Reviewed critical supplier list to identify potential risks and present report to senior management

GAP Inc., New York, NY

Month Year – Month Year

Sales Associate

- Partnered with store manager to offer positive customer service environment
- Consulted with customers on merchandise providing product knowledge & assist with purchases
- Communicated sales promotions and pitched credit card offers which increased monthly volume
- Managed cashier transactions, return sales, and resolved problems in timely manner

LEADERSHIP/CAMPUS INVOLVEMENT:

- President, American Production and Inventory Control Society - APICS
- Member, Business Association of Supply Expertise - BASE
- Dean's List, List semesters

COMMUNITY SERVICE:

Rutgers Learning Center

Month Year – Month Year

Tutor

- Instructed up to 10 students per week in pre-calculus, accounting, computer applications for business

SKILLS:

- Proficient in Microsoft Office (Access, Excel, PowerPoint, and Word)
- Knowledge of basic QuickBooks
- Fluent in Spanish; conversational French