

Amina Khan

amina.khan@example.com • (555) 123-4567 • Seattle, WA • linkedin.com/in/amina-khan

SUMMARY

Detail-oriented and motivated recent graduate with a Bachelor's degree in Supply Chain Management. Proven ability to analyze market trends and negotiate favorable terms with suppliers, aiming to leverage analytical and communication skills as an Entry Level Buyer.

EXPERIENCE

Procurement Intern

Jun 2022 - Aug 2022

ABC Manufacturing, Seattle, WA

- Assisted in the procurement of raw materials, resulting in a 15% cost reduction through effective negotiation with suppliers.
- Conducted market research that identified new supplier options, contributing to a 20% increase in supply chain efficiency.
- Utilized SAP ERP software to track inventory levels, reducing stock discrepancies by 30%.

Supply Chain Analyst Intern

Jan 2021 - May 2021

XYZ Retail Corp, Seattle, WA

- Analyzed sales data to forecast demand, achieving a 10% improvement in inventory turnover rates.
- Collaborated with cross-functional teams to streamline procurement processes, reducing order processing time by 25%.
- Participated in supplier performance evaluations, helping to establish key metrics for future purchasing decisions.

Sales Associate

May 2019 - Dec 2020

Local Electronics Store, Seattle, WA

- Provided exceptional customer service, leading to a 20% increase in repeat customer sales.
- Managed inventory and assisted in stock replenishment, contributing to a 15% reduction in out-of-stock items.
- Trained new staff on product knowledge and sales techniques, enhancing overall team performance.

EDUCATION

Bachelor of Science in Supply Chain Management

May 2020

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Data Analysis, Inventory Management, Supplier Negotiation, Market Research

Tools & Frameworks: SAP ERP, Microsoft Excel, Tableau, Google Sheets