

Amina Torres

amina.torres@example.com • (555) 123-4567 • San Francisco, CA • linkedin.com/in/amina-torres

SUMMARY

Detail-oriented and analytical recent graduate with a Bachelor's degree in Supply Chain Management. Adept at utilizing planning software and methodologies to optimize production processes and improve efficiency.

EXPERIENCE

Production Assistant

Jun 2022 - Present

Tech Solutions Inc., San Francisco, CA

- Improved production scheduling efficiency by 20% through the implementation of a new planning software.
- Collaborated with cross-functional teams to reduce lead time by 15%, resulting in a cost savings of \$10,000 quarterly.
- Monitored inventory levels and coordinated with suppliers to ensure timely delivery of materials.

Intern, Supply Chain Management

Jan 2022 - May 2022

Global Manufacturing Co., Oakland, CA

- Assisted in the development of production plans, effectively aligning with sales forecasts.
- Supported the analysis of production data, identifying trends to optimize resource allocation.
- Contributed to a project that enhanced the workflow process, reducing downtime by 10%.

Warehouse Associate

Jun 2019 - Dec 2021

XYZ Distribution, San Jose, CA

- Streamlined inventory tracking processes, leading to a 25% reduction in order discrepancies.
- Implemented safety protocols that decreased workplace accidents by 30%.
- Trained new staff on inventory management systems and best practices.

EDUCATION

Bachelor of Science in Supply Chain Management

May 2022

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Production Planning, Data Analysis, Inventory Management, Process Optimization

Tools & Frameworks: SAP ERP, Microsoft Excel, Lean Manufacturing, Trello