

# SUPPLY CHAIN SARA

Email > Phone > LinkedIn > Location

*Customer Care.....Vendor Management.....Communications*

## PROFESSIONAL SUMMARY

---

Energetic, driven customer service-focused professional with progressive experience in vendor management and financial / administrative support. Consistently delivers higher-than-expected results in marketing, sales support, and website / ecommerce projects. Demonstrates excellent interpersonal communication skills, effectively interacting with customers, vendors, managers, and colleagues. Proven strong work ethic, organizational skills, and multi-tasking abilities, completing work accurately and on time. Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook), QuickBooks, and several proprietary programs in both PC and Mac operating systems with the ability to quickly learn new software and platforms.

- Documented writing skills, illustrated by winning the Michigan Outdoors Wildlife Association Essay Contest.
- Completed annual current vendor analysis and identified possible new suppliers, receiving excellent feedback from managers.

## PROFESSIONAL EXPERIENCE

---

PPP TECHNOLOGIES, City, ST

Year – Year

*Largest distributor of technology instruction materials in the U.S.*

### **Office Manager/Personal Assistant to VP**

- Served as liaison between VP, researchers, authors, and printing company; compiled, updated, and communicated information; updated website; and sent royalty payments.
- Performed website administration and e-commerce duties to ensure customer satisfaction.
- Fulfilled orders received via corporate website, email, and fax.
- Assessed inventory levels; reordered per established guidelines; managed stockroom personnel.
- Built and maintained solid sales relationships with vendors.
- Using QuickBooks, updated vendor files and created customer invoices.

COLLEGIATE INN OF Nxxxx Mxxxxxxx, City, ST

Year – Year

### **Marketing Intern, Sales Department**

- Excelled in customer-facing service role, achieving 4.8/5.0 in customer feedback.
- Established and enhanced customer relations through social networking, e-commerce, and by researching hospitality industry innovations through mediums such as [www.marketingsherpa.com](http://www.marketingsherpa.com).
- Input, edited, and updated detailed information in the computerized reservation system, registering guests and meeting all customer needs.
- Assisted with sales and administration of properties/timeshares
- Collaborated with catering department to plan and implement large events, including menu selections, vendor management, and day-of-event coordination.

## EDUCATION

---

**B.S., Marketing, Minor in Supply Chain Logistics**, UNIVERSITY OF Mxxxxx

## ASSOCIATION AND COMMUNITY LEADERSHIP

---

Member, SUPPLY CHAIN MANAGEMENT ASSOCIATION, Student Chapter at University of Mxxxxx

Member, HOSPITALITY MANAGEMENT ASSOCIATION at University of Mxxxxx – Leader, Hospitality Sales Blitz Committee

Member, FUTURE BUSINESS LEADERS OF AMERICA CLUB

Participant, RELAY FOR LIFE

Volunteer Office Assistant, AMERICAN RED CROSS