

## JOHN Q. COLLEGE

896 S. Allen Street  
State College, PA 16803  
(215) 555-1212  
jqc121@psu.edu

EDUCATION	<b>Penn State Smeal College of Business</b> <i>Master of Business Administration</i> <ul style="list-style-type: none"><li>• Primary Concentration: Product &amp; Market Development</li><li>• President: MBA Consulting Association</li><li>• GPA: 3.9 / 4.0</li></ul>	<b>University Park, PA</b> <i>Anticipated May 2014</i>
	<b>Arizona State University</b> <i>Bachelor of Science in Business Administration</i> <ul style="list-style-type: none"><li>• Recipient of Peter Thomas Service Award</li><li>• GPA: 3.6 / 4.0 (Graduate with Distinction)</li></ul>	<b>Tempe, AZ</b> <i>1997 - 2001</i>
EXPERIENCE	<b>IBM</b> <i>Intern, Marketing Research Group</i> <ul style="list-style-type: none"><li>• Co-managed product development and international procurement for a \$25M product category; oversaw the development and launch of over 20 new product concepts.</li><li>• Supervised activities of cross-functional product team of 12 that included R&amp;D, Engineering, Quality Assurance, Manufacturing, Marketing, and Procurement.</li><li>• Conducted feasibility studies to determine financial viability of new product proposals.</li></ul>	<b>Armonk, NY</b> <i>7/11 - 9/11</i>
	<b>General Mills</b> <i>Senior Logistics Analyst</i> <ul style="list-style-type: none"><li>• Designed new supply programs that generated cost savings in excess of \$1.5M.</li><li>• Controlled budgets in excess of \$20M; set standard costs and monitored performance against department targets.</li><li>• Created decision support models using pc-based spreadsheet and database software.</li><li>• Appointed team leader of supply chain group of 10 during implementation of SAP R/3 system.</li></ul>	<b>Minneapolis, MN</b> <i>1/06 - 7/11</i>
	<i>Customer Service Coordinator</i> <ul style="list-style-type: none"><li>• Assured adequate inventory and customer service levels were maintained for largest sales region; coordinated with sales force on new product launches, deals and promotions.</li><li>• Co-designed improved Customer Service database, reducing order fulfillment errors by 27%.</li><li>• Forecast sales and related inventory requirements; planned stock levels, warehouse utilization, equipment usage, and staffing according to volume projections.</li></ul>	<i>1/03 - 12/05</i>
	<i>Warehouse Supervisor</i> <ul style="list-style-type: none"><li>• Planned distribution operations at three leased distribution facilities covering Western U.S.</li><li>• Suggested use of slip-sheets in place of pallets, resulting in \$50K in annual cost savings.</li><li>• Negotiated contracts for logistical services; reduced operating budget by \$350K.</li></ul>	<i>7/01 - 12/02</i>
SKILLS	Leadership, Analytical, Initiative, Communication, Process Improvement, Forecasting, Negotiation Team building, Problem assessment, Strategic planning, Project management Software: SAP, SPSS Languages: Fluent in English, and Mandarin	
ACTIVITIES	Volunteer - Big Brother & Big Sister of Centre County, PA Volunteer - Junior Achievement of Minneapolis	9/09 - Present 8/06 - 6/09