

Jordan Power

distribution@ecu.com

Home 252-123-5678

Home Address

1403 ECU Lane
Greenville, NC 27858

SELF-DESCRIPTION

Dedicated and optimistic, I am a team player who enjoys contributing to a common goal. An efficient overseer, I have an innate ability to prioritize needs and get things done. A workaholic who demands high quality of myself and others.

OBJECTIVE

An entry level job logistics for a product wholesaler utilizing my skills in analysis, operation planning, decision making, distribution, marketing, and negotiation.

CAPIBILITIES PROFILE

My capabilities are applicable in a variety of areas including:

- Purchasing
- Operations Management
- Inventory Control
- Warehousing
- Marketing

EDUCATION

East Carolina University, December, 2005

- Bachelor of Science, Industrial Distribution and Logistics
- Minor: Business Administration

SELECTED COURSEWORK

- Financial Accounting
- Business Communication
- Introduction to Economics
- Global Logistics
- Manufacturing
- Transportation
- Purchasing

EXPERIENCE

Stock Building Supply Internship Greenville, NC

2004-2005

- Learned about warehouse safety and security programs and activities.
- Reviewed invoices, work orders, and demand forecasts.
- Scheduled delivery and product distribution.
- Interview, select, and train warehouse and supervisory personnel.
- Ensured customer satisfaction by addressing shippers questions and complaints.

ECU Facilities Services Greenville, NC

2003-2004

- Assisted with overall maintenance and upkeep of university academic and athletic facilities.
- Maintained supply database and placed orders when necessary.
- Assisted with distribution of campus-wide office equipment and materials.
- Provided supply and maintenance reports.
- Inspected physical conditions of warehouses, equipment, and campu buildings.
- Develop and document standard and emergency operating procedures for receiving, handling, storing, shipping, or salvaging products or materials.

COMPUTER SKILLS

- AutoCAD
- Primavera
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Access

PROFESSIONAL AFFILIATIONS

- Professional Association of Industrial Distribution
- National Honor Society