**Rachel Herman**

XXXX Main Street, Fort Wayne, IN

Ph: 260-123-4567

raherman5@ivytech.edu

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**Professional Objective**

My objective is to obtain a full-time position as a Supply Chain Stores Supervisor. While utilizing over 10 years of customer service and 3 years of inventory management experience, 6 months as a contractor working for AEP Supply Chain, and 7 months as a Supply Chain Field Ops Associate, I will be a reliable team member of a respectable establishment with an emphasis on core company values including integrity, respect, accountability and, above all, safety.

**Skills**

* Proficient in Microsoft Office
* Interpersonal skills
* Punctuality
* Inventory control experience
* Detail Oriented
* Efficient time management skills
* Excellent organizational skills
* Delegate responsibilities

**Experience**

***Supply Chain Field Ops***

***American Electric Power* - *Fort Wayne*, *IN June2017-Present***

* Oversaw daily material handling and safety at Laydown Yards
* Supervised 30+ contractors in the Fort Wayne and surrounding areas
* Was responsible to stay up to date on current safety and procedural policies, and enforce within group

***MRO Specialist***

***Indiana Michigan Power* - *Fort Wayne*, *IN Oct 2016*-*June2017***

* Trained and practiced in the Meter Revenue department
* Safely and effectively disconnect and reconnect customer’s meters, which entails communication with customers in potentially hostile situations
* Spend much of the day driving company vehicle from house to house to carry out each job

***Stores Attendant***

***Aerotek – American Electric Power* - *Fort Wayne*, *IN May 2016-Oct 2016***

* Help organize and coordinate shipments going to and coming from lay down yards
* Coordinate fellow employees on where they are needed and their task at hand
* Make sure parts stay organized, and find new ways to organize if necessary

***Service Tech/Inventory Control***

***Summit Power Systems* - *Fort Wayne*, *IN Apr 2011*-*May2016***

* Service and repair industrial batteries and battery chargers in shop as well as on-site
* Create accurate testing charts, service reports, and daily driving records along with effective email correspondence with customers and coworkers
* Create and process monthly inventory counts, control the movement of parts, as well as make, receive and process parts orders

**Education**

*Associates in Electrical Engineering Tech Ivy Tech Community College Jan 2017 – Present*

*Technical Certificate in General Studies Ivy Tech Community College Jun 2015 – May 2017*

*Core 40 Diploma Dekalb High School – Waterloo, IN Jun 2007*

**References**

**Leah Minnick**

Field Ops Associate

American Electric Power

7775 Ardmore Ave

Fort Wayne, IN

260-123-4567

**John Zeimet**

Manager / Co-owner

Summit Power Systems

2701 South Coliseum Blvd

Fort Wayne, IN

260-123-4567