

Hyun Ahmed

Supply Chain Apprentice

📞 (312) 555-1234 ✉️ hyun.ahmed@email.com 🔗 linkedin.com/in/hyunahmed 📍 Chicago, IL 60601

STRENGTHS

- 👁️ **Attention to Detail**
Frequent recognition for zero errors in data entry tasks during projects, showcasing strong attention to detail in fast-paced environments.
- 🗣️ **Effective Communication Skills**
Demonstrated ability to articulate complex topics during presentations, becoming a go-to person among peers.
- 👥 **Team Collaboration**
Collaboratively worked in teams across different projects, bonding over shared challenges and solution strategies.
- 💡 **Problem-Solving Advocate**
Strategically approached issues during logistics coordination, adapting plans dynamically, earning widespread team appreciation.
- 🎓 **Proactive Learner**
Actively sought feedback and applied recommendations, quickly learned new software tools improving efficiency in tasks.

SKILLS

Supply Chain Management	
Demand Planning	
Inventory Control	Microsoft Excel
Data Analysis	Communication
Team Collaboration	
Production Scheduling	
Materials Control	
Warehouse Functions	
Logistics Coordination	
Sales Order Processing	
Interdepartmental Collaboration	
Health & Safety	

SUMMARY

Energetic Supply Chain Apprentice equipped with a keen focus on mastering supply chain operations. Pursuing a Level 3 qualification in Supply Chain Management, blended with hands-on experience in diverse sectors including production planning and materials control. Demonstrated ability to strategically collaborate with teams and communicate effectively with stakeholders. Proficient in both written and verbal communication, ensuring objectives are clearly outlined. Involved in several projects that improved operational efficiencies and embraced functional collaboration with cross-departmental teams. Open-minded learner thrives under mentorship and feedback. Deeply committed to bringing value through learning and professional growth within supply chain environments.

EDUCATION

Bachelor's Degree in Supply Chain Management
University of Chicago 🎓 GPA: 3.7 📅 2026 📍 Chicago, IL
Coursework: Supply Chain Planning, Demand Forecasting, Inventory Management, Logistics

TECHNICAL SKILLS

- **Project Management Tools:** Trello, Asana, JIRA
- **Data Analysis Software:** Excel, R, Tableau
- **Supply Chain Software:** SAP, Oracle SCM, Aptean
- **Statistical Software:** SPSS, Minitab, SAS
- **Communication Platforms:** Zoom, Slack, Outlook
- **Documentation Tools:** Google Docs, Microsoft Word, Confluence
- **Collaboration Tools:** Microsoft Teams, SharePoint, Basecamp
- **Quality Control Methods:** Six Sigma, Lean Management, Kaizen
- **Logistics Management:** Cross-docking, Transportation Management, Shipping Regulations
- **Inventory Systems:** ABC Analysis, Just-In-Time (JIT), Kanban

EXPERIENCE

- Supply Chain Management Intern**
University Project 📅 January 2026 - Present 📍 Chicago, IL
- Engaged in a comprehensive capstone project designed to enhance supply chain protocols for a local manufacturing enterprise. Supported analysis and optimization of existing systems to facilitate streamlined operations across various functions.
- Collaborated to create an effective demand planning model using Excel, boosting forecasting accuracy by 15%.
 - Designed a thorough inventory control approach reducing storage costs via identification of overstocked items.
 - Conducted extensive research on best practices in materials control, culminating in insights presented to key stakeholders.
 - Participated actively in weekly planning sessions enhancing both communication and teamwork dynamics.
 - Delivered meticulous documentation for all project milestones, ensuring clarity while adhering strictly to established deadlines.
 - Facilitated feedback discussions with mentors, addressing real-world challenges faced during project implementation.
- Supply Chain Analyst Assistant**
Academic Research 📅 September 2025 - December 2025 📍 Chicago, IL
- Contributed to an investigative academic study assessing supply chain interruptions affecting small businesses. Analyzed quantitative data while providing qualitative insights that supported broader research goals.

Organizational Skills

Time Management

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Supply Chain Management Intern at University Project (7 Months)
- Supply Chain Analyst Assistant at Academic Research (3 Months)
- Logistics Coordinator at Volunteer Experience (2 Months)

- Analyzed large datasets revealing trends influencing supply chain efficiency with statistical software tools.
- Compiled comprehensive reports that detailed research findings aiding toward publication in esteemed journals.
- Engaged local small business owners during interviews, fostering connections and gathering impactful qualitative information.
- Developed survey methodologies aligned with research objectives, allowing precise data collection.
- Managed and facilitated focus group dialogues, enhancing transparency throughout the investigation process.
- Proactively adapted research approaches based on continuous reflections and interim feedback from faculty advisers.

Logistics Coordinator

Volunteer Experience 📅 June 2025 - August 2025 📍 Chicago, IL

- Oversaw logistics arrangements for a significant community event, effectively managing supplies and vendor partnerships to ensure seamless execution of activities.
- Spearheaded coordination efforts securing necessary materials through strong vendor relationships.
 - Implemented an organized tracking system optimizing resource use and minimizing waste levels.
 - Crafted clear communications for attendees enhancing their understanding about logistical processes.
 - Led volunteer training initiatives focusing on streamlining collaborative efforts during events.
 - Adaptively monitored event flow, promptly addressing issues enhancing overall event execution quality.
 - Used problem-solving skills to implement contingency plans addressing unforeseen challenges as they arose.

LEADERSHIP & AWARDS

- Dean's List, University of Chicago, 2025
- First Place, Supply Chain Case Competition, 2025

CERTIFICATIONS

- Microsoft Excel Certification 📅 2026
- Supply Chain Fundamentals 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Supply Chain Club, University of Chicago, 2024-Present
- Volunteer, Chicago Food Bank, 2024-2025

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST