

# Jane State

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## PROFESSIONAL SUMMARY

Accomplished student leader skilled in building collaborative relationships and analyzing processes. Organized, motivated, and detail oriented with interest in a professional supply chain role.

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## EDUCATION

**Iowa State University**, Ames, IA  
Bachelor of Science in Supply Chain Management  
GPA: 3.42/4.00

December 20XX

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## LEADERSHIP EXPERIENCE

### Supply Chain Management Club

*Vice President*

Ames, IA  
May 20XX – Present

- Co-lead and organize weekly meetings for approximately 85 active members
- Developed new member educational program and increased member retention by 80%
- Collect monthly reports from committee members to ensure all duties are met
- Assist with planning and promotional efforts for frequent networking events with professionals
- Gather and share information from supply chain management professionals regarding career advice

### College of Business Learning Team

*Peer Mentor*

Ames, IA  
August 20XX – May 20XX

- Served as positive role model and resource for group of 15 first year College of Business students
  - Organized team activities and study sessions to create collaboration and promote study habits
  - Attended and served as Teaching Assistant for required College of Business orientation course
  - Assisted with recruitment and selection of five new Peer Mentor staff members
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## WORK EXPERIENCE

### J. Keith Jewelry

*Customer Service and Inside Sales*

Des Moines, IA  
January 20XX – Present

- Organize monthly, quarterly, and annual inventory and sales reports
  - Execute daily balancing of cash flows
  - Train and supervise six employees
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## ORGANIZATIONS AND ACTIVITIES

American Production and Inventory Control Society (APICS)

Fall 20XX – Present

The National Society of Collegiate Scholars

Fall 20XX – Present

Alpha Lambda Delta – National Honor Society

Fall 20XX – Spring 20XX

ISU Homecoming Planning Committee

Fall 20XX

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## COMPUTER SKILLS

Proficiency in Microsoft Excel, Word, Access, and PowerPoint