

Joanne M. Livingston
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O B J E C T I V E

An internship in the Supply Chain Management field for summer 2013

E D U C A T I O N

Wayne State University School of Business Administration Detroit, MI
Bachelor of Science in Business Administration Expected Graduation: Dec 2013
Major: Global Supply Chain Management
Cumulative Wayne State GPA: 3.14
Cumulative Business School GPA: 3.53

Worked 20+ hours per week to finance 75% of education

Northern Kentucky University

Pursued business courses

Boone, KY
August 2010-May 2011

W O R K H I S T O R Y

Material Control Intern, Hershey Foods Corporation

Hershey, PA

Summer 2012

- Worked as an inventory analyst for Cadbury items coming from the UK
- Analyzed case fill process and created reports; presented reports to senior management
- Worked with Manugistics and SAP on a daily basis

Accounting Clerk, S.W. Counseling & Development Services

Detroit, MI

November 2010 February 2012

- Conducted data entry to assist with tracking company budget
- Processed checks and journal entries with 100% accuracy
- Received positive recognition from supervisor due to strong performance

Bank Teller, First State Bank

Richmond, MI

August 2008-October 2012

- Handled personal and commercial financial transactions
- Selected by manager to assist the loan officers with filing and completing forms
- Interacted with customers and provided professional and efficient customer service

C O M P U T E R S K I L L S

- Thorough understanding of Microsoft Word, Excel, PowerPoint, and Access
- Successfully completed three MS Access classes to increase my knowledge
- Extensive knowledge of Manugistics and SAP

I N T E R E S T S & A C T I V I T I E S

- Member, Beta Gamma Sigma Honor Society May 2012 to Present
- Member, Supply Chain Student Association September 2011 to Present
- Member, Institute of Supply Management January 2013 to Present