# YOUR NAME

Street Address
Pittsburgh, PA 15555

Your phone number
Your e-mail address

## EDUCATION

CARNEGIE MELLON UNIVERSITY, TEPPER SCHOOL OF BUSINESS — Pittsburgh, PA
*Master of Business Administration – **MBA*** — ***GMAT: 720/800*** — 5/11

- Concentrations: **Strategy, Operations Management**
- Leadership: VP of Professional Events (TWIB), VP of Alumni Relations (SABA), International Festival Chairperson
- Memberships: Consulting Club, Operations Club, Social Committee
- Honors: Forté Fellowship, Dean's Scholar

THE COOPER UNION FOR THE ADVANCEMENT OF SCIENCE AND ART — New York City, NY
*Bachelor of Engineering in Chemical Engineering – **BE*** — 5/07

- Leadership: VP South Asian Society, President of Cooper Union Ambassadors
- Honors: Cooper Union Full Tuition Scholarship (4 years), Society of American Military Engineers Scholarship

## EXPERIENCE

DUPONT — Deepwater, NJ
*Operations Field Engineer* — 6/07 – 6/09

**Leadership**

- Managed operations staff and supply chain of $70M business on a bi-monthly basis. Prioritized sales orders, designed workflow and assigned roles to operators based on daily and weekly business needs.
- Served as Lead Field Engineer for Deepwater, NJ plant site. Planned and coordinated activities for all new hires. Organized networking and educational activities for all Field Engineers on site.

**Teamwork**

- Collaborated with SAP experts on three Blackbelt Six Sigma Projects. Analyzed historical data for trends in sales and production. Developed minimum order program for distributions centers to increase revenue.
- Represented Performance Chemicals area on SAFE.COMM team. Designed and implemented Safety Points for You Program. Encouraged and supported all safety programs on site such as Safety Meetings.

**Innovation**

- Invented metric system and developed method of extracting data quickly to monitor number of backlog shipments and numerically evaluate daily work productivity. Metric report is still in effect today.
- Designed and implemented a warehouse storage system including adding checks-and-balances to the planning, packaging and shipping process. Decreased shipment back-log by 90%.

**Analytics**

- Completed Greenbelt Six Sigma Project and eliminated product yield losses during packaging phase.
- Improved efficiency and effectiveness of processes and procedures related to managing inventory and general work-flow. Increased inventory accuracy from 45% to 94%.
- Designed method for performing root cause analysis. Investigated discrepancies following monthly cycle counts. Developed process improvements to prevent significant issues from recurring.

BRISTOL–MYERS SQUIBB COMPANY — Lawrenceville, NJ
*INROADS Intern* – Contracts & Grants Management (Global Development Operations) — 6/05 – 8/05

**Communication**

- Designed and evaluated an international survey to analyze and determine the best practices used by different international locations to complete the necessary paper records related to clinical trials.
- Developed a 5-year transition plan to move each location to the standard, more efficient process and eventually transition to a time-saving electronic format.

## ADDITIONAL INFORMATION

- Leadership: Co-Captain and Founder of Cooper Union's Women's Soccer Team
- Affiliations: Forté Foundation, Cooper Union Alumni Association (Class Representative)
- Certification: Six Sigma Greenbelt
- Software: MATLAB, SAP
- Former Activities: Woodbury Soccer Club Assistant Coach

**U.S. Citizen**