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EDUCATION

CARNEGIE MELLON UNIVERSITY, TEPPER SCHOOL OF BUSINESS Pittsburgh, PA
*Master of Business Administration – **MBA*** ***GMAT: 720/800*** 5/10

- Concentrations: **Operations, Management & Strategy, Organizational Behavior**
- Leadership and Memberships : Operations Management Club (VP of Corporate Relations), Graduate Business Association (Technology Executive Committee), Organizational Leadership Club, Consulting Club
- Honors: Merit Scholarship

UNIVERSITY OF PITTSBURGH Pittsburgh, PA
Certificate in Secondary Education (Chemistry) ***QPA: 4.0/4.0*** 4/04

- Honors: Awarded "Honors" grade for Full Year Teaching Placement at Fox Chapel High School

Master of Science in Chemistry (Organic) 4/03
Bachelor of Science in Chemistry/Business ***QPA: 3.61/4.0*** 4/00

- Honors: Golden Key National Honor Society, Teplitz Memorial Scholarship (Chemistry), Theodore Award (Chem.)

EXPERIENCE

BAYER Pittsburgh, PA
Business Analysis and Compliance Intern (Corporate Procurement) 5/09-8/09

Supply Chain Management and Operational Excellence

- Eliminated significant number of non-value added activities in dozens of procurement to pay processes using Six-Sigma Lean analysis and process mapping
- Designed and implemented monitoring and compliance plans for corporate-wide procurement activities; collaborated on standardizing common processes including sourcing and vendor payment

Business Analysis

- Conducted NPV-based business case that analyzed portions of $13 billion in annual procurement spend on various payment schedules to optimize and maximize international working capital
- Monetized risk and identified potential costs for paying contract labor vendors by several payment methods; provided recommendations based on information collected from multiple departments and industry research

KAPLAN TEST PREP AND ADMISSIONS (For-profit preparation for standardized/board exams) Pittsburgh, PA
Area Director (3/07-8/08), Associate Director (4/06-3/07), Operations Manager (8/04-4/06) 8/04-8/08

Leadership and Teamwork

- Supervised all aspects and employees of a large regional business; led team to reach multiple goals including 5% above growth target in net income
- Developed operating procedures that turned a struggling office into a consistent performer with significant expense savings and model operations
- Trained all employees in consultative and group sales
- Received *President's Circle in 2007,* an award given to the top 10% of directors

Project Management

- Centralized nursing school sales data to improve information sharing between offices and future team members; optimization and strategy led to 33% growth in revenues for nursing products
- Analyzed teacher evaluation data to improve area teaching excellence from one of the poorest rated in the region (46% excellent) to one of the top centers in the country (62% excellent)

Operations and Logistics

- Coordinated tightly scheduled classes throughout a several hundred square-mile area
- Assigned a limited number of instructors to various classes and tutoring assignments while observing various constraints including travel costs, teacher quality, and customer needs; repeatedly kept expenses below budget
- Managed ordering and storage of materials inventory while keeping lean amounts for large area distribution
- Received *Jerome C. Martin Service Award* for outstanding results in student service and operations

ADDITIONAL INFORMATION

- Teaching Experience: High school chemistry, College general, organic, and nursing chemistry, Lab instruction
- Software/Computers: Advanced Excel and Access (VBA macros), Familiar with multiple programming languages
- Affiliations: Pennsylvania Freemasons, Kappa Sigma Fraternity (undergraduate and alumni leadership roles)