Michelle Clark

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**Objective**

**To contribute my knowledge and enhance a team in the Planning (Scheduling), Logistics, Supply Chain, or any related fields**

# Education

**Southern University and A&M College**, Expected Graduation Date: May 2015 Baton Rouge, LA

***Bachelor of Science in Business Management***

***Cumulative GPA: 3.0***

# Professional Experience

June 2013- August 2013 **The Boeing Company** Seattle, WA

***Supplier Management Intern***

Contracts/Operations Procurement Agent that supported the Interiors commodity in Lighting/Electronic Window Shades for Boeing Commercial Airplanes

* Created a 35-page manual to help set up new suppliers into appropriate Boeing systems
* Organized a tour for new hires and interns for the 787 Dreamliner Gallery Tour
* Facilitated a personality workshop for teammates

January 2013- June 2013 **Texas Instruments** Dallas, TX

***Finance and Operations Intern***

Business Planner that planned, scheduled and released High Reliability devices in the High Precision Analog Strategic Business Entity for the military (Defense).

* Responsible for a portfolio of ~2000 devices
* Strategically scheduled ~$3M of NR for Europe customers in Q1
* Develop and coordinate achievable, aggressive delivery schedules and execute to meet customer needs in Europe and Asia
* Responsible for worldwide shipping performance, maximizing net revenue, and inventory management

Summer/Fall 2011 **Johnson & Johnson Consumer Companies** Los Angeles, CA

***Operations Scheduling Co-op***

Plant Planning (Scheduling) Co-op that supported the Neutrogena Corporation in planning projects.

* Initiated a Master Data audit with planners on their individual MRP codes.
* Calculated and provided the planners with their prospective daily cuts
* Managed $26K in a 6 hour period for the charity fundraiser of Rainbath product to Neutrogena employees
* Provided planners with a weekly status on all codes below safety for the Los Angeles Plant
* Prepared and compiled an accurate list of active and inactive codes produced at Neutrogena

# Skills and major courses completed

Microsoft Office ● SAP ECC/APO BW ● Business Objects ● Oracle ● Production (Operations) Management ● Logistics and Transportation ● Purchasing and Materials Management ● Quantitative Analysis in Business ● Managerial and Financial Accounting ● Micro and Macro Economics ●Entrepreneurship ● Principles of Management and Marketing ● Compensation Management ●HR Management ● Business & Economic Statistics ● Management Information Systems ● Managerial Finance ● Strategic Management ● Enterprise Resource Planning

# Activities and Honors

Phi Beta Lambda Business Fraternity, Inc. ● Black Executive Exchange Program (National Urban League) ●Institute for Supply Management ● SU Society of Human Resource Management (SHRM) ● Thurgood Marshall Leadership Institute Scholar (2012)● Career Services Ambassador ● Association For Women Students ●Honors Student Association ● Beta Gamma Sigma International Honors Society for Business ● Louisiana Taylor Opportunity Program for Students (TOPS) Recipient

Example: Career Services Center-Southern University and A & M College