**John Joe**

1234 Maple St., Fayetteville, AR 72701; 479-123-4567

johnjoe@uark.edu

**SUMMARY OF QUALIFICATIONS**

* 15 years of experience in business administration, logistics, and project management
* Experience fostering collaboration among diverse stakeholders with different levels of priorities
* Exemplary composition skills with emphasis on comprehension, clarity, and form
* Well-developed cross-cultural competency strengthened by international experience and fluent bilingual language skills: Chinese
* Advanced technical proficiency: Excel and SAP

**EDUCATION**

University of Arkansas, Sam M. Walton College of Business Fayetteville, AR

Master of Business Administration **Expected 05/2017**

Bachelor of Business Administration **Graduated 05/2014**

*GPA: 4.0*

**PROFESSIONAL EXPERIENCE**

**Walmart, Inc.,** Bentonville, AR

*Space Planning & Operations Scheduling Coordinator* **06/2014 – Present**

* Coordinate utilization of space, staff, and resources for over 5,000 store events per fiscal year for both internal and external customers.
* Recouped Lost Revenue: Audit existing billing procedures. Redesigned billing reports to capture overlooked billable occurrences. Reduced staff processing time by 66%.
* Improved Data Integrity: Reevaluated data entry process. Designed outcome-based training for network of 50 schedulers. Customized reports for space and resource utilization analysis.
* Analyzed Utilization Trends: Designed custom reports to extract relevant data from database. Created meaningful and widely understood deliverables to identify trends and growth areas.

**J.B. Hunt,** Lowell, AR *Logistics Coordinator Intern* **01/2012- 05/2014**

* Presidents Club Intern of the Year, reaching top 10% of all coordinators, helping assigned broker reach top 5% in the company.
* Consistently surpassed weekly standards of loads matched to carrier by booking assigned Account Manager’s freight as well as other freight on the available load board by 1.5 times of expectation on average.
* Ensured customer satisfaction by analyzing shipments and proactively identifying potential issues for resolution.

COMMUNITY CONTRIBUTIONS

United Way of Northwest Arkansas, Bentonville, AR  **09/2012 - Present**

*Leadership Committee Chair*