

# Maxine Curry

## Supply Chain Manager

### AREAS OF EXPERTISE

*Stock planning*  
*Supplier management*  
*Procurement analysis*  
*Partner management*  
*Demand forecasts*  
*Distribution*  
*Team meetings*

### PROFESSIONAL

*French speaker*  
*First Aider*

### PERSONAL SKILLS

*Passionate*  
*Forward thinking*  
*Focused*  
*Hard working*

### CONTACT

*Maxine Curry*  
*Dayjob Ltd*  
*The Big Peg*  
*Birmingham*  
*B18 6NF*  
*T: 0121 638 0026*  
*M: 0121 638 0026*  
*E: info@dayjob.com*

*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

Maxine is an expert at synchronizing supply with demand and at developing supply chain strategies that significantly impact on profitability and increase the total value of a business. At her current place of work, she is widely respected for her ability to troubleshoot issues that can affect supplies. Her key skills include; improving supplier programs, establishing robust processes, statistical forecasting and strategic supplier management. Right now, she is currently looking for a suitable role with a company that wants to hire the best-qualified and most experienced people.

### WORK EXPERIENCE

#### *Company name – Location*

SUPPLY CHAIN MANAGER      Jun 2013 – Present

Responsible for restructuring the company's Purchasing and Supply Chain functions so as to make them as effective and efficient as possible.

#### *Duties:*

- Planning supply chain schedules in advance in preparation for busy seasonal periods.
- Keeping in touch with suppliers and developing cordial relationships with them.
- Negotiating with suppliers to minimize raw material and transportation costs.
- Making sure that all supplier information and records are up to date.
- Taking steps to ensure the personal safety and safe working environment of staff.
- Checking that a supplier has valid insurance certificates, bank details & certificates.
- Overseeing the development and utilisation of a supplier database.
- Keeping accurate records of products, contracts, pricing and invoicing information.
- Obtaining quotes for transportation and also making cost comparisons.
- Carrying out the initial and also on-going assessment of the supply chain.
- Involved in the hiring, training, supervising and mentoring of supply chain staff.

*Company name - Location*      JOB TITLE      Dates (i.e. Aug 2011 – Jun 2013)

*Company name - Location*      JOB TITLE      Dates (i.e. Aug 2011 – Jun 2013)

### KEY SKILLS AND COMPETENCIES

- Bringing products via the supply chain to market on time and in the correct quantity.
- Managing diverse teams of professionals in a Supply Chain environment.
- Avoiding conflicts between work and personal interests.
- Experience of liaising with forwarders & overseas companies to arrange collections.
- Accurately calculating total supply chain costs in relation to proposed new projects.
- Familiar with the principles of transportation, supply chains and procurement.
- Treating problems or unexpected events as opportunities to learn from.

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      **2008 - 2011**  
BSc (Hons)      Sales Management

*Coventry Central College*      **2005 - 2008**  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

**REFERENCES** – Available on request.



**Copyright information - Please read**

© This template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site [www.dayjob.com](http://www.dayjob.com). However, this template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: [info@dayjob.com](mailto:info@dayjob.com).