

Sam Taylor

MBA Applicant

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Summary

Operations analyst applying to MBA programmes, with experience improving reporting routines and coordinating colleagues across operations and finance. Volunteer work includes scheduling and handover for a community tutoring programme.

Experience

Operations Analyst, Example Northline Logistics

Jul 2022 - Present

Chicago, United States

- Coordinated a reporting redesign with operations and finance colleagues, turning a manual weekly update into a shared process with named owners.
- Trained four colleagues to maintain the reporting workbook and documented the checks used before distribution.
- Presented recurring delivery exceptions to the operations manager and helped track the agreed follow-up actions.

Operations Coordinator, Example Northline Logistics

Jul 2020 - Jun 2022

Chicago, United States

- Maintained dispatch records and worked with the warehouse team to resolve missing shipment information.

Education

B.S., Business Administration

2016 - 2020

Example Lakeside University

Skills

Additional information: Excel reporting, Spanish, conversational, Community programme coordination

Projects

Community tutoring programme, volunteer coordinator

- Organised a term schedule with six volunteer tutors and kept attendance records for the programme lead.
- Prepared a short handover guide so the next coordinator could continue the programme.