

JONY DO

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Profile

- Recent graduate with a Bachelor of Business Administration in Supply Chain Management (SCM).
- Solid knowledge and training in inventory management, risk management, and project management; knowledge of computerized inventory systems including ERP systems.
- Strong analytical, documentation, and research skills.
- Demonstrated ability to communicate with diverse customers and stakeholders, proficient in written and verbal communication in English and Hindi.
- Awarded for certification of professional volunteering from the New Westminster Chamber of Commerce.
- Over two years of experience in customer service, sales, and retail.

Formal Education & Certification

Bachelor of Business Administration in Supply Chain Management, Yorkville University, Burnaby, BC, 2022

Relevant coursework: Productions/ Operations Management | Logistics Management | Procurement | Business Decision Analysis | Business Process Improvement | Supply Chain Integration and Analytics | Business Ethics

Certificate in Supply Chain and Logistics (Online), Coursera, 2022

Experience Highlights-Course Projects

The Supply Chain Game, Yorkville University, 2022

- Managed and oversaw the entire supply chain process (purchasing, data analyzing, inventory management, warehousing, and logistics) while expanding and competing with other teams.
- Tracked and calculated market/lost demand, manufacturing/delivery time, WIP/finished goods inventory, adjusted reorder point, and method of transportation based on time, cost, and urgency.
- Successfully carried out cross-border trades while keeping costs at a minimum.

Marketing Strategy, Yorkville University, 2021

- Met customer needs in both domestic, & international markets by keeping necessary stock levels low enough to meet demand but limited enough to cut holding costs (just-in-time inventory).
- Re-invested necessary capital into product development, acquiring market reports (tracking competitors), different forms of marketing (traditional and modern), and keeping stakeholders (investors) happy through competitive ROIs.

Relevant Skills and Accomplishments

Analytical, Research, and Documentation Skills

- Performed research, analyzed data, and generated reports with 100% accuracy and earned a 90% grade in that course.
- Developed various marketing strategies to promote the business by analyzing the customers' needs and meeting the company's goals.

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Leadership/ Management, & Organizational Skills

- Governed several formal and informal projects, events, & clubs while furnishing skills of new trainees.
- Analyzed & self-improved upon my own inabilities to become a better team player & to facilitate and deliver growing expectations & demand.

Interpersonal Communication and Customer Service

- Worked as a counselor, often mediator, to resolve conflicts, facilitate learning, and build/ nurture healthy longing relationships between team members.
- Motivated team learning and growth by envisioning success and acquiring quick wins.

Work History

Sales Representative at Prime Apex Acquisitions, Burnaby, BC, 2022

- Enforced D2D customer acquisition approach while building value for the community.
- Fundraised for national charities- acquired long-term donors.
- Trained, prepared, & motivated new trainees on & off the field every day.
- Build & nurtured a fun, flexible, & hyped environment at the workplace.
- Worked in extreme weather to meet daily targets while handling rejections.

Fulfillment Ambassador at Amazon, Richmond, BC, 2021- 2022

- Organized & maintained employee placement for steady flow.
- Increased individual order fulfillment rate by 20% in 5 months.
- Enforced compliance with technical data safety directives; defective rate narrowed by 10%.
- Created & nurtured a positive learning environment to prepare future leaders.
- Switched within departments to accommodate professional needs & address immediate deadlines.

Front End Associate at The Wholesale Club, Burnaby, BC, 2020- 2021

- Supervised and trained new colleagues while managing front-end operations.
- Contributed to team building and strategic planning for both online and offline stores.
- Performed processing, picking, and packing of online orders.
- Processed large volumes of products for donations, restocking, and disposal with close deadlines.
- Managed orders and cash handling during busy hours.

Volunteer Work

- Student Volunteer at the New Westminster Chamber of Commerce, New Westminster, BC, 2020-2022
- Head Member of YUVC (Yorkville University Volunteering Club), New Westminster, BC, 2020-2022
- Member of SAVC (Student Activities Volunteer Council) at YU, New Westminster, BC, 2020-2022
- Volunteered for BC Health Services, New Westminster, BC, 2021
- Fundraised for BC Children's Hospital, Burnaby, BC, 2020-2021