

CHELSEY L. MEYER

(269) 532-9437 • 6274 Independence Dr. Portage MI 49024 • chelsey.l.meyer@wmich.edu

OBJECTIVE

Highly motivated, dependable team player eager to obtain an internship within a supply chain which would utilize my proven organizational, problem solving, and time management skills.

EDUCATION

Western Michigan University, Haworth College of Business
Bachelor of Business Administration – GPA 4.0/4.0
◦Major: **Integrated Supply Management** ◦Minors: Economics, General Business

CPIM Certification Modules:

Certified in Production and Inventory Management
One: Basics of Supply Chain Management 10/08/09
Two: Master Planning of Resources 01/14/10
Three: Detail Scheduling and Planning 03/11/10

Current Relevant Coursework:

Engineering Graphics
Introduction to Supply Systems
Improving Supply Systems
Purchasing Management

ACTIVITIES/HONORS

APICS - The Association for Operations Management
• 2nd Place - 2009 Student Case Competition – Chicago, IL
• Southwest Michigan Supply Chain Management Conference – Landeros Fellow
• International Conference 2009 - Toronto, Canada

ISM – Institute of Supply Management
SLAB – Student Leadership Advisory Board
Haworth College of Business Dean's List

Engineering Graphics at Western Michigan University

- Responsible for instructing 20 students in AutoCAD software and its origins.
- Assign student grades according to performance, participation, and ability.
- Collaborate with Professor and fellow TA's for class agendas and schedules.

VP of Public Relations

All Semesters Teaching Assistant

WORK EXPERIENCE

Owner/Designer

DCServices

- Administer timelines and budgets for technical projects.
- Evaluate prints for completeness and accuracy, to ensure customer standards are met.
- Review project proposals, requests for capital expenditures, and employee timesheets.
- Develop 3D solid models from parts, engineer's notes, or existing drawings.
- Solicit business through cold networking and leveraging of existing business relationships.

Center Manager

Check into Cash

- Compared month end reports to projected sales, and budgeted expenses.
- Prepared daily paperwork, tracking metrics including cash flow and past due percentage.
- Accountable for all cash drawers, as well as checks totaling \$80,000 or more.
- Implemented and analyzed collection activities in order to prevent account charge offs.
- Instructed all new employees in state laws, company procedures, and safety guidelines.

October 2006 – Present

Portage, MI

June 2007 – May 2008

Kalamazoo, MI

SKILLS

Technical

Microsoft Office Applications - 8 years

SolidWorks 2008, AutoCAD 2009 (2D and 3D) - 3 years
SAP and Great Plains - 1 year