

<b>Education</b>	<b>Michigan State University;</b> East Lansing, Michigan The Eli Broad College of Business <i>Undergraduate degree in Supply Chain Management</i> , May 2011 Cumulative GPA: 3.47/4.0; Dean's List Member	01/08 – 05/11
	<b>Syracuse University;</b> Syracuse, New York Cumulative GPA: 3.78/4.0; Dean's List Member	08/07 – 01/08
<b>Work</b>	<i>Associate Trader, Tudor Pickering Holt &amp; Co,</i> Houston, Texas	06/12 – Present
	<ul style="list-style-type: none"> <li>- Responsible for trading energy based equities for institutional clients</li> <li>- Monitor market movements, trading data, and news through the use of a Bloomberg terminal</li> <li>- Cultivate relationships with clients by providing investment solutions and articulating firm ideas</li> <li>- Collaborate with sales and research team to manage and increase client trading flow</li> <li>- Maintain trading records and daily commission sheets</li> <li>- Liaise with back and middle office to insure trades are properly booked and settled</li> <li>- Series 7, Series 55, and Series 63 licensed</li> </ul>	
	<i>Contracting and Procurement Analyst, Shell Oil Company,</i> Houston, Texas	06/11 – 06/12
	<ul style="list-style-type: none"> <li>- Support the development and implementation of contracting strategies associated with related subsea equipment categories</li> <li>- Ensure the development and consistent application of prequalification, tendering, bid clarification, bid evaluation, and recommendation for contract award processes and procedures</li> <li>- Responsible for managing complete sourcing process including: strategy development, commercial proposal evaluation and clarification, contract negotiation, contract execution, and contract management</li> </ul>	
	<i>Inventory Analyst Intern, Sears Holdings Corporation,</i> Hoffman Estates, Illinois	05/10 – 08/10
<b>Honors and Distinctions</b>	<ul style="list-style-type: none"> <li>- Created a process for item productive review with a high level of efficiency and accuracy</li> <li>- Planned, managed, and maintained replenishment of merchandise items in the men's apparel division</li> <li>- Achieved planned turnover and revenue growth within my given group</li> <li>- Collaborated with team managers and division presidents to resolve tasks and improve level of work</li> <li>- Recognized by management for superior performance</li> </ul>	
	<i>Office Assistant, Machinery Solutions Inc,</i> Grand Rapids, Michigan	06/07 – 08/09
	<ul style="list-style-type: none"> <li>- Arranged logistics for loading, shipment, and unloading of machinery at customer facilities</li> <li>- Interfaced with customers and suppliers to coordinate scheduling</li> <li>- Entered all QuickBooks data for the company</li> <li>- Sales prospecting and customer support</li> </ul>	
	- Awarded the John Deere Scholarship acknowledging accomplishments and academic success	07/10
	- Developed winning Gexpro Services Case Study – Manufacturing plan and control	03/10
<b>Leadership Activities</b>	- Case competition victor; Supply Chain Application and Policy	05/11
	- Competed on the Michigan State University women's varsity tennis team	01/08 – 02/10
	- Played on the Syracuse University women's varsity tennis team after accepting a full athletic scholarship	07/07 – 01/08
	- Received All-Academic Athletic Honors at Syracuse University	12/07
	- Ranked among the top 100 junior tennis players in the nation	08/99 – 05/07
	- Selected as Burger King's Athlete of the Week	04/07
	- Represented Michigan in the Junior Olympics for tennis	08/06
<b>References</b>	- Member, Institute of Supply Management	08/08 – Present
	- Member, MSU Supply Chain Management Association	08/08 – Present
	- Member, Alpha Chi Omega Sorority	01/09 – Present
	- Volunteer, Tudor Pickering Holt Holiday Video Committee	08/12 – 12/12
	- Volunteer, Michigan State Supply Chain Management Career Fair Ambassador	01/11 – 02/11
	- Captain, East Grand Rapids High School Varsity Tennis Team	08/06 – 01/07
	Available upon request.	