

Rachel Miller

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Objective

To obtain a business career opportunity in which the skills I have acquired in the areas of logistics, operations management, and purchasing will be applied.

Education

The Ohio State University Columbus, Ohio

- Bachelor of Science in Business Administration, June 2010
Specialization: Logistics & Operations Management Minor: Economics
- GPA: 3.429

Work Experience

- **The Scotts Miracle-Gro Company** Marysville, Ohio Nov. 2009 – Present
Contract Manufacturing Intern- collect, collate, & audit data for Manufacturing Information Manual, upload data on Sharepoint to be viewed by 3rd party manufacturers, run & distribute report on SAP system, Access, & Excel for Schedule Compliance, complete site profile book for contract manufacturers, various other contract manufacturing projects
- **The Farmers & Merchants State Bank** Archbold, Ohio Jun. 2009 – Sept. 2009
Jun. 2008 – Sept. 2008
Jul. 2007 – Sept. 2007
Inventory Clerk- 2008, 2009, ordered all supplies for each of the 18 offices; entered requisitions, purchase orders, and receipts into computer inventory program; broke down invoices per item with tax and shipping & handling and paid invoices; prepared end of month reports
Operations Data Processor- 2007, 2009, performed daily operations department tasks: ran outgoing wire transactions, performed loan maintenance tasks, data entry
Mail Room Clerk Backup- 2008, performed daily mail room tasks: sorted and ran outgoing mail through the postage machine, prepared postage statement, delivered mail to post office, sorted incoming mail
E-Commerce Support Staff- 2007, assigned pin numbers, access codes, and passwords; set up online personal & business accounts; answered telephone calls and emails from customers with their Online Banking and Online Bill Pay questions and problems; performed data entry for Operations department
- **Wal-Mart Supercenter** Napoleon, Ohio Jun. 2006 – Sept. 2006
Cashier- received payment from customers and made change, handled food stamps and WIC slips, issued gift cards, placed return items on the shelves, greeter

Activities

- **Purchasing and Supply Management Association** 2009 – Present
Director of Technology- update and maintain website, upload member resumes, set up online payment option for dues; attend biweekly meetings and network with operations professionals
- **The Logistics Association** 2008 – Present
Attend biweekly meetings and network with logistics professionals
- **Real Life Campus Crusade for Christ** 2006 – Present
- **Intramural Sports** 2006 – 2009
Volleyball Team Captain, softball
- **National Junior Holstein Association** 2003 – Present
Attended national conventions in NJ, NC, NE, and OH; member of the Junior Quiz Bowl team
- **Ohio District 10 Holstein Club** 1987 – Present
Distinguished Girl Award 2004, District 10 Dairy Queen 2005
- **Henry County Dairy Club** 1987 - Present
Henry County Dairy Princess 2005: ride in county fair parade, pass out ribbons at dairy show, radio spots for dairy promotion