

**Shayne Alip**  
San Jose, CA 95121  
(669)-609-4167  
Email: salip309@gmail.com

## **Skills**

- Supply Inventory Control
- Inventory Management
- Inventory Oversight
- Administrative Procedures
- Proficiency in Microsoft Teams and Excel

## **Education**

2022 - Present	San Jose State University, San Jose, CA <b>3rd year, Bachelor of Science (Business Administration; Management Information Systems)</b>
2016 - 2018	Foothill College, Los Altos, CA <b>Business Administration</b>

## **Work Experience**

### **Sysco - Supply Chain Operations Intern**

Jun 2024 - Aug 2024

- Developed a project projected to save \$300,000 annually by improving warehouse efficiency and resource management.
- Utilized Microsoft Excel, Microsoft Teams and Power BI to create and analyze reports, identifying trends that enhanced strategic planning and operational efficiency.
- Assisted in preparing supply chain performance reports, providing actionable insights for management using Power BI and pivot tables.

## **United States Marine Corps - Supply Administration and Operations Specialist**

Aug 2018 - Aug 2022

- Performed proper accountability and management procedures of organizational assets through physical security and internal controls, producing daily inventory reports, and maintaining audit trails and records.
- Produced accurate data and records used for supply support and analysis by participating in information systems such as Microsoft Teams and Excel for supply chain and management.
- Implemented directives concerning the Marine-Corps consumer-level inventory such as storage, distribution, salvage, and disposal.
- Maintained sub custody records, property control documents, and interim receipts warranting proper accountability of serialized assets.
- Worked with higher level management during the physical inventory of serialized assets to reconcile and resolve any administrative discrepancies through supporting documentation and causative research to determine the inconsistency.
- Ensured that the physical transfer of serialized assets from one unit to another were conducted in a smooth, timely, and professional manner.

## **Hollister - Stock Associate**

Apr 2017 - Oct 2017

- Stocked shelves with new merchandise and scanned for damaged items.
- Faced products on shelves and displays to meet company policies.
- Assessed floor displays to restock merchandise.
- Greeted customers and brought in requested products to drive satisfaction.
- Carried out duties within a fast-paced retail environment.