

Amanda K. Getajob

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EDUCATION

- Michigan State University**, East Lansing, MI May 2018
Eli Broad College of Business
Bachelor of Arts, Supply Chain Management
Minor in International Business
Major GPA: 3.75/4.00; Cumulative GPA: 3.35/4.00
Spartan Foundation Scholarship Recipient; Dean's List: 3 Semesters
- International Business Study Abroad**, Western Europe May 2016

PROFESSIONAL EXPERIENCE

- General Motors**, Detroit, MI June – Aug. 2016
Supply Chain Intern
- Increased next-day deliveries of dealer referral orders by 50 lines per month, impacting 100 dealers in North America through the creation of a new order pulling process
 - Executed a regional \$100,000 materials budget to reduce the expense of required materials
 - Managed relationships with 3 suppliers to ensure a collaborative relationship and maximize the interactions
 - Presented potential cost-savings plan to 12 upper level executives for further review

- EY**, Chicago, IL May – Aug. 2015
Core Tax Intern
- Collaborated with a team of 6 interns and professional staff to complete compliance work, finishing 4 weeks ahead of the budgeted schedule
 - Provided tax compliance services on an international, federal, state, and local to multiple clients, including trusts and multinational corporations
 - Developed an Excel workbook to expedite the preparation process resulting in time saving in excess of 150 hours

OTHER RELATED EXPERIENCE

- Michigan State University Culinary Services**, East Lansing, MI Jan. 2015 – Present
Student Cook
- Provided courteous and prompt customer service to guests in a dining hall for approximately 7,500
 - Attained full responsibility for completion of daily projects of front-kitchen team and supervision of 4 other co-workers in the front kitchen
 - Mentored a novice prep chef in basics of food preparation until she attained sufficient competence to be independent contributor to team
 - Ensured all service and preparation areas were kept clean and met sanitation standards

- Lindow's Lawns**, Milford, IL Summers 2014, 2015
Exterior Designer
- Increased revenue by over 9% by implementing "Sunday Special" lawn care promotion
 - Designed and implemented a training program to onboard 4 new staff members
 - Managed and held responsibility for balancing daily cash flow of \$300

ACTIVITIES & SKILLS

- MSU Supply Chain Management Association**, *Vice President* Aug. 2016 – Present
Phi Chi Theta, Professional Business Fraternity, *Member* Aug. 2014 – Present
Deloitte Financial Accounting Case Competition, *Participant* Aug. 2015 – June 2016
Chinese and English Language, *Fluent*
Bloomberg Certified in Equities and Commodities