

Justin Time

Kansas City, MO • mam123@umkc.edu • 816.555.1234

EDUCATION

University of Missouri-Kansas City

Henry W. Bloch School of Management

Bachelor of Business Administration, Emphasis in Supply Chain Management

Kansas City, MO

GPA: 3.9

December 2025

Smith College

Studied Business Administration and competed in Athletics

Northampton, MA

August 2023 – July 2024

WORK EXPERIENCE

Massport

Senior Inventory Clerk Intern

Boston, MA

Summer 2024

- Worked in cross-functional team to manage day-to-day operations of stock room
- Received purchase orders on the MP2 Inventory System and Peoplesoft Accounting Software
- Acted as liaison between Central Stockroom and outside vendors
- Developed strong customer service and problem-solving skills
- Gained knowledge of international port operations and working in union shop

The Gap

Warehouse Intern

Fresno, CA

Summer 2023

- Collaborated with a cross-functional team to oversee and streamline daily stockroom operations, ensuring smooth workflow and efficiency
- Managed and processed purchase orders accurately using MP2 Inventory System and Peoplesoft Accounting Software, maintaining up-to-date records and supporting financial accountability
- Served as the main point of contact between the Central Stockroom and external vendors, facilitating effective communication and timely order fulfillment
- Developed strong customer service and problem-solving skills while gaining comprehensive knowledge of international port operations and the dynamics of working within a unionized shop environment

D1 INTERCOLLEGIATE ATHLETICS

Women's Varsity Soccer, University of Missouri-Kansas City

Team Captain, Forward

Kansas City, MO

August 2024 – Present

- Commit 40+ hours/week in season to competitions, travel, and teambuilding while maintaining a 3.8 GPA
- Motivate and unify 28 teammates to win 2 consecutive conference championships
- Schedule and facilitate bi-weekly team meetings to discuss training, expectations, and challenges
- Mediate coaches' and players' conflicts to reduce tensions, build morale, and enhance sense of camaraderie
- Coordinate 5 volunteer activities for local community resulting in 200+ volunteer hours, raising \$2,000+ for charitable activities

Smith College Soccer Team

Athlete

Northampton, MA

August 2023 – July 2024

- Acted as liaison with coaching staff on an on-going basis to enhance team cohesiveness
- Led tours of athletic facilities to prospective student-athletes and their families
- Learned and executed the policies and procedures governed by the NCAA

SKILLS

Certificate: Google Project Management, through Coursera

May 2024

Language: Conversational in German

Application: Microsoft Excel, Word, PowerPoint