**YOUR NAME**

0000 Any street, Fresno, Texas 77545 [713.000.0000 aaaaaaoo@yahoo.com](mailto:aaaaaaoo@yahoo.com) LinkedIn:

**QUALITY ASSURANCE**

* Facilitated daily quality control reviews to verify the precision of the established service entry sheets (SES)
* Coordinated issues noted and provided consultative support to SES processors to expedite error correction and optimize future performance.
* Developed SESs and surpasses daily productivity and quality requirements based on client criteria.
* Executed intricate and various set of processing rules to identify appropriate disposition
  + and usage of invoices.
* Closely interfaced with various Horn Solutions and BHP staff regarding the settlement of issues.
* Facilitated trainings to staff and responded to their concerns regarding SES creation process.
* Delegated tasks to personnel and organized schedules while prioritizing and tracking progress, fixing issues, and reporting results.

**WORK HISTORY**

**Horn Solutions, Inc.–BHP Billiton Petroleum*| Houston, TX***

**Service Entry Sheet Team Lead**

Sep 2013–Jul 2015

**Houston Chronicle/American Color *| Houston, TX* Traffic Coordinator**

Feb 2000–Aug 2013

**EDUCATION**

University of Houston, Houston, TX

**Major: Supply Chain and Logistics Technology**

Dec 2016

**Certified Logistics Technician**

**PROFESSIONAL AFFILIATIONS**

National Society of Collegiate Scholars (NSCS) | Supply Chain Industrial Distribution Organization (SIDO

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