



Jessica Taylor

One Page

Operations analyst with 4 years in healthcare logistics. Strong in SQL, process mapping, and vendor coordination. Known for turning messy weekly reports into dashboards leadership actually uses.

CONTACT INFORMATION

-  (612) 555-0188
-  jordan.pak@example.com
-  Minneapolis, MN

KEY SKILLS

- SQL (PostgreSQL, BigQuery)
- Looker and Tableau dashboarding
- Excel (pivot tables, Power Query, VLOOKUP/XLOOKUP)
- Process mapping and SOP documentation
- Vendor and carrier negotiation
- Warehouse management systems (WMS)
- Inventory forecasting and reorder planning
- Freight and logistics cost analysis
- Python for data cleaning (pandas)
- Cross-functional stakeholder communication
- KPI reporting and root cause analysis
- Reading construction drawings and specs

PROFESSIONAL EXPERIENCE

2022 - Present

Operations Analyst | Northwind Medical Supply, Minneapolis, MN

- Replaced 9 manual Excel reports with a single Looker dashboard, saving the ops team 11 hours per week.
- Renegotiated freight contracts with two regional carriers and trimmed outbound shipping spend by a tenth.
- Built a stockout alert that flags low SKUs 48 hours earlier than the old reorder cadence.

2020 - 2022

Logistics Coordinator | Halford Distribution, St. Paul, MN

- Coordinated 220+ weekly deliveries across 14 hospital accounts with a 98.6% on-time rate.
- Cleaned up a vendor master list, removing 84 duplicate records and standardizing address formats.
- Trained 5 new coordinators on the WMS and routing tools during a fast hiring ramp.

EDUCATION

B.S. in Supply Chain and Operations Management, University of Minnesota - Twin Cities, 2020

Lean Six Sigma Green Belt, ASQ, 2023