Hannah Brooks

LOGISTICS INTERN

Memphis, TN (901) 555-0191 hannah.brooks@email.com linkedin.com/in/hannahbrooks

SUMMARY

Logistics and supply chain student at the University of Memphis applying for a logistics internship, with 2 years of part-time work in a 400,000 sq ft distribution center. Uses SAP for shipping and receiving, tracks inventory control data in Microsoft Excel and solves daily dock problems with the shift team.

SKILLS

SAP • Shipping and Receiving • Inventory Control • Route Planning • Microsoft Excel • PowerPoint
Microsoft Word • Cycle Counts • Problem-Solving • Teamwork

EXPERIENCE

Warehouse Associate (part-time) 08/2024 - Present

Mid-South Distribution Services Memphis, TN

Third-party logistics warehouse shipping consumer goods to 300+ retail stores.

- Receive and put away **25** inbound trailers a week, confirming quantities against SAP purchase orders.
- Assemble and stage outbound orders at 99.6% accuracy across 3 retail accounts.
- Conduct weekly cycle counts and report variances in Microsoft Excel, supporting inventory control audits.
- Coordinate dock door schedules with carriers when trailers arrive late, cutting average wait time by 20 minutes.

Campus Mail Services Assistant 09/2023 - 07/2024

University of Memphis Mail Services Memphis, TN

Campus mail and package center serving 21,000 students and staff.

- Processed **800** packages a day during fall move-in using a barcode tracking system.
- Organized route planning for 2 daily delivery runs to 30 campus buildings.
- Compiled PowerPoint and Microsoft Word reports on package volume for the operations manager.

EDUCATION

Bachelor of Business Administration 05/2027

University of Memphis Memphis, TN

Logistics and Supply Chain Management GPA: 3.4

CERTIFICATES

OSHA 10-Hour General Industry

OSHA Outreach Training Program

10/2024