**Donald A. Irvin**

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Objective:

To secure full-time employment in a professional corporate environment in which I can utilize my experience as an account and project manager to improve efficiency within an organization’s distribution or operations systems.

Education:

* **Raleigh Charter High School** (Class of 2014)
* **Wake Technical Community College** (Fall 2015) GPA: 3.8
* **North Carolina State University** (Class of 2018)
* B.S. in Business Administration - Operations and Supply Chain Management (Major GPA: 3.0) Minor: Economics (Minor GPA: 3.0)

Current Employment:

* **Account Manager and Senior Intern at Vericom Group LLC:** (April 2015 – present) Assisting the accounting department in data entry, accounts payable, database and filing system maintenance. My responsibilities include oversight and training of other interns, assigning work to junior interns, implementing process flow projects for my areas of responsibility and due diligence projects to ensure accuracy and usability of the information in our database.

Past Employment History:

* **Supply Chain Co-Op at Revlon Consumer Products Inc:** (May – August 2017, Oxford, NC)
  + Worked directly under the Head of Distribution on optimization projects within their distribution warehouse, voice picking, automated A-Frame, and pick-to-light systems to improve throughput efficiency and accuracy of shipments.
  + Utilized data analysis through multiple warehouse management databases to identify areas in need of improvement. Experience in Excel; pivot tables, vlookup etc.
  + Implemented Kaizen and Six Sigma processes throughout the systems.
* **Sales Associate at Burke Brother’s Hardware Store:** (January – May 2017)
  + Point of sale, customer service, inventory management, general store maintenance and daily operations.
* **A.E. Finley YMCA:**
  + Head Summer Camp Counselor (Summer 2013, 2014, 2015)
  + Head After School Counselor (January 2014 - June 2015)
* **Ramey Kemp and Associates:** (June 2011– August 2015)
  + Off-site file management services and office maintenance.
* **Irvin Lawn Maintenance:** (Summer 2010- Spring 2014)
  + Local lawn maintenance and landscaping services.

About Me:

* **Eagle Scout** – (October 13, 2013; Troop 364) Senior Patrol Leader/Quartermaster/Order of the Arrow/ Triple Crown High Adventure
  + Active member of the Boy Scouts of America since Kindergarten.
* **Brother of Sigma Pi** – Rho Chapter, North Carolina State University
  + New Member Recruitment Chairman – (Spring and Fall rush 2017) - Recruited the largest pledge class in the chapter’s 97 year history.
  + Public Relations Chairman (Jan 2017 – Present)
  + Homecoming Chairman (Fall 2016)

Attributes:

* Strong and encouraging leader as well as a hands-on and involved team member.
* Extrovert attitude.
* Consistently provide due diligence and attention to detail within my work.
* Skilled in customer service and developing personal relationships.

Extra-Curricular Activities:

* Supply Chain Club (Fall 2016 – Present)
* NCSU Intramural Sports – Basketball (Spring 2015, 2016, 2017), Soccer (Spring 2016), Volleyball (Fall 2017).