

# **SCOTT MILLER**

21 Oakside Drive, Uxbridge, ON, L9P 2A4  
(289) 685-8468  
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## **Objective Statement**

My objective is to find a position within a company that compliments my skills acquired from previous work-related experience and acquired education to benefit a company to the best of my capabilities.

## **Education**

Diploma - Supply Chain and Operations  
- Durham College, Oshawa, ON

## **Relevant Skills**

- Obtained a post-secondary diploma in Supply Chain and Operations, specializing in procurement, scheduling, planning, purchasing, forecasting, and ERP systems
- Three years of fast-paced work experience that required meeting deadlines under high stress levels
- Obtained the MOS Certificate to demonstrate my capabilities of performing advanced tasks on Microsoft Excel, Word, and PowerPoint
- Three years of working in a small and large team-oriented atmosphere, including leadership experience
- Exceptional written, verbal and interpersonal communication skills established through experience working with the public and coworkers
- Over four years of experience working with regulations and guidelines of multiple industries
- Outstanding problem solving and leadership skills in independent and team settings

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## **Work Experience**

### Lead Mover, Two Men and a Truck, Oshawa, ON (March 2018 – January 2019)

- Assisted company in short-notice situations, obtaining “Most Improved Mover” for the month of July 2019
- Developed substantial customer relations, allowing Oshawa branch to become one of the highest rated moving firms in Ontario
- Ensured customer’s belongings remained safe, developing a 4.7/5 personal rating from customers
- Trained new employees on company’s procedures and processes

### Team Member, Tim Hortons, Oshawa/Uxbridge, ON (December 2015 – August 2017)

- Received “Employee of the Month” award for hard work and dedication to company success
- Developed a strong overnight baking schedule, helping store earn over \$3,000,000 in yearly sales
- Produced an efficient training method for new employees, saving company substantial time and money
- Trained new employees on company’s procedures and processes

### Cashier, Metro Grocery Store, Huntsville/Stouffville, ON (May 2011 - December 2013)

- Interacted with various customers on a constant basis, demonstrating excellent communication and customer service skills
- Praised for the ability to solve difficult customer and staff problems independently and efficiently
- Developed a strategic and effective method during store closing to ensure morning staff were ready to maximize profits

References are available on my Professional Portfolio:

<https://miller45901.wixsite.com/myportfolio>