

# Casey Port

cep5281@gmail.com • 1925 Stone Quarry Road Waterford, PA 16441 • (814) 528-6802

---

## EDUCATION

### **Penn State Behrend, Erie, Pennsylvania**

Bachelor of Science in Project and Supply Chain Management

Expected May 2016

- MIS Minor; SAP Certification; Behrend Honor's Program; Dean's List (2012-2015) **GPA 3.55**

## SUPPLY CHAIN EXPERIENCE

### **Supply Chain Intern – Parker Hannifin, Erie, Pennsylvania**

Sept 2014 – Sept 2015

- Managed a supply base of 35 suppliers with annual spend of \$2 million including responsibility for commercial relationship and tactical execution
- Optimized purchased Kanban inventory levels on a monthly basis to align with changes in demand
- Participated in organization and execution of annual physical inventory activity which was completed in 25% less time than previous year
- Led supplier resource project on critical part category reducing lead time by two weeks while improving supplier quality and on time delivery metrics
- Completed monthly audit of on time delivery and inventory metrics to identify improvement opportunities
- Led project to ensure completion of supplier compliance and approved supplier quality survey

## MANAGEMENT EXPERIENCE

### **Assistant Manager - Port Farms, Waterford, Pennsylvania**

Sept 2008 – Present

- Lead a team of employees to focus on improving processes and efficiency in the operation
- Manage full inventory of equipment and supplies throughout the farm
- Complete scheduling and supervisory tasks for a seasonal team of 63 employees
- Maintain a safe working environment while operating heavy machinery

### **Student Human Resource Manager - Dobbins, Penn State Behrend**

Aug 2012 – Sept 2014

- Hired, trained and scheduled over 60 new student employees every year
- Ensured timely and accurate completion of work documents, including: I-9's, W-4's, and Salary Forms
- Analyzed data and presented recommendations to management regarding efficient work schedules

## BUSINESS COURSEWORK

### **Fundraising Project**

- Raised \$1,800 for the Community Shelter Services by hosting a benefit dinner
- Collaborated with team members to determine location, advertising, and entertainment
- Negotiated with local businesses for donations of goods and services to support the event

### **Management Information Systems**

- Gained an understanding of basic information systems concepts and IT business solutions

## TECHNICAL/ COMPUTER SKILLS

SAP – MSS – Project – AutoCAD – Access – Publisher – Logility

## ACTIVITIES AND VOLUNTEERISM

### **Student Government Association, Senator, Penn State Behrend**

Jan 2014 – Present

- Review proposals and make budget decisions on a monthly basis
- Serve as a liaison between students and university faculty and staff to communicate issues and concerns

### **Lion Ambassadors, President, Penn State Behrend**

May 2014 – May 2015

- Established a strong bond with all members and oversaw several separate committees within
- Organized entertaining events for the entire campus and gave tours to incoming students

## HONORS AND AWARDS

- Allyn and Alice Wright Leadership Scholarship Award
- Alumni Society Leadership Award