



MAJOR DISCOVERY SERIES

# Supply Chain Management

## Bachelor of Science in Business Administration with a major in Supply Chain Management

Supply Chain Management graduates are prepared to assume leadership roles in a wide variety of careers in logistics, supply chain, transportation and warehousing areas. Students pursuing a major in Supply Chain Management are required to complete advanced study in Supply Chain Management, Business Logistics, Supply Chain Analytics, and Global Transportation Management. These majors have the opportunity to select from a wide offering of electives in the areas of Business Intelligence, Advanced Supply Chain Management, and Retail Management. Employers recommend that in order to be successful and competitive when entering this field, students should complete one or more internships.

### Career types associated with SCM

- “Thinker”
- “Doer”
- “Organizer”
- “Coordinator”

### Related skills, values, and qualities

- Ability to communicate ideas and concepts to others
- Strong verbal and written communication skills
- Proficiency in analytical thinking, problem solving and effective decision making
- Strong interpersonal and networking skills
- Ability to manage data
- Ability to understand different cultures in global supply chain environment
- Ability to motivate and lead others

### Courses SCM majors typically enjoy

- Accounting
- Management
- Marketing
- Finance
- Computer Science
- Communication
- Geography

### Common interests of SCM majors

- Work part time in supply chain related areas.
- Conduct informational discussions with individuals from the industry. Attend networking events.
- Develop strong analytical skills and interpersonal communication skills.
- Explore various professional designations and licenses relevant to SCM career paths.
- Complete an internship in SCM.

### For more information about the major

Contact the Department of Business Administration, 233 deFrancesco, 610-683-4580, or visit [www.kutztown.edu](http://www.kutztown.edu)

### KU Majors related to SCM

Management, Marketing, Finance, Accounting, Information Technology, Computer Science.

Enterprising students may also be interested in:

Communication Studies, Economics\*, Entrepreneurship\*, International Studies\*, Leadership\*, Multicultural Studies\*, Public Administration, Public Relations\*, Social Media, Social Work, Sport Management.

# FOUR STEPS TO SUCCESS

EXPLORE

DISCOVER

EXPERIENCE

IMPLEMENT

1<sup>ST</sup> YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through students clubs, jobs, or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty

2<sup>ND</sup> YEAR

- Meet with CDC career coach.
- Attend info sessions to learn about resume writing and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for part-time work opportunity.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.

3<sup>RD</sup> YEAR

- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in employer panels, site visits & networking events.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for admissions tests.

4<sup>TH</sup> YEAR

- Attend your Senior Kick-off and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette dinner.
- Participate in job fairs and on-campus interviewing.

## Sample Career Titles

Supply Chain Management majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training.

- Account Executive
- Airport Manager
- Branch Manager-Any Industry
- Chief Executive Officer
- Chief Supply Chain Officer
- City Manager
- Commodity – Industry Analyst
- Communications Officer
- Construction Supervisor
- Consultant
- Convention Manager
- Customer Success Specialist
- Department Store Manager
- Director, Logistics
- Director, Supply Chain Management
- Government Services Administrator
- Hospital Administrator
- Industrial Relations Director
- Information Systems Manager
- International Business Manager
- Inventory Controller
- Job Analyst
- Load Planner
- Logistics Manager
- Logistics Specialist
- Management Analyst
- Manufacturing Supervisor
- Market Information Specialist
- Occupational Analyst
- Operational Excellence Analyst
- Operations Manager
- Planner
- Procurement Specialist
- Procurement Management
- Production Superintendent
- Product Manager
- Public Utilities Manager
- Purchasing Agent
- Quality Control Auditor
- Real Estate Agent/Broker
- Report Analyst
- Retail Sales Manager
- Sales Manager
- Service Organization Manager
- Sourcing Manager
- Supply Chain Analyst
- Supply Chain Coordinator
- Supply Chain Manager
- System Coordinator
- Traffic Manager
- Training Manager
- Transportation Director
- Wholesale Sales Representative
- Warehouse Manager

## Common Internship Sites and Employers

Supply Chain Management majors often find internships and employment in the following fields/industries:

- Warehousing
- Transportation Company
- Federal/State Government
- Manufacturing
- Schools/Universities
- Health Care Industry
- Entertainment Industry
- Business Solution Companies
- Nonprofit Organizations
- Service Industries
- Consulting



Handshake is the primary online resource for preparing and connecting students and alumni with employers.

### Useful Websites for Supply Chain Management Majors:

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

#### Industry/Employment Information

KU Small Business Development Center  
[www.kutztownsbdc.org](http://www.kutztownsbdc.org)

Executive and Management Job List  
[www.nationjob.com/management](http://www.nationjob.com/management)

Marketing/Management Jobs  
[www.marketingjobs.com](http://www.marketingjobs.com)

LinkedIn Jobs  
[www.linkedin.com/jobs](http://www.linkedin.com/jobs)

#### Professional Associations

Association for Supply Chain Management  
[www.ascm.org](http://www.ascm.org)

Council of Supply Chain Management Professionals  
[www.cscmp.org](http://www.cscmp.org)

Institute for Supply Management  
[www.instituteforsupplymanagement.org](http://www.instituteforsupplymanagement.org)

Warehousing Education and Research Council  
[www.werc.org](http://www.werc.org)

The Traffic Club of the Lehigh Valley  
[www.trafficcluboflv.org](http://www.trafficcluboflv.org)

#### Related Area Employers

DHL Supply Chain  
DSC Logistics  
East Penn Manufacturing  
J.B. Hunt Transport  
LeverX  
Mondelez International  
Penske Truck Leasing

To learn more about these careers, visit <http://online.onetcenter.org> or [www.bls.gov/oco](http://www.bls.gov/oco)

# Building Your Resume for a Career in Supply Chain Management

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience applying that knowledge to real life situations.

**Supply Chain Josie**  
 Esupp007@live.kutztown.edu, 610-777-1234

## QUALIFICATIONS

- Fluent in Spanish and English
- Proficient in business intelligence software
- Strong communication skills
- Experience working with diverse people
- Excellent leadership and decision-making skills
- Good analytical skills

## EDUCATION

B.S.B.A. Kutztown University of Pennsylvania (AACSB Accredited)  
 Major: Supply Chain Management  
 Minor: Economics

Kutztown, PA  
 May 20XX

Take note of the skills and knowledge obtained through your educational background and hands-on experiences. Highlight transferable skills such as fluency and technological proficiencies.

## INTERNSHIP & EXTERNSHIP EXPERIENCE

DHL Supply Chain  
 Logistics Intern

- Observed warehouse receiving and loading practices
- Conducted a time study for both of those functions regarding labor hours
- Retrieved data from the company's ERP system to study productivity of the processes

Harrisburg, PA  
 Summer 20XX

Glow Dental Supplies  
 Supply Chain Extern

- Conducted profitability analysis across all products and regions, as well as cut costs while improving internal productivity

Kutztown, PA  
 Fall 20XX

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through externships, internships, part-time jobs and related volunteer positions.

## RELATED WORK EXPERIENCE

Target  
 Inventory Controller

- Applied ABC analysis to categorize inventory into three groups
- Performed cycle counts to maintain accurate inventory levels
- Operated material handling equipment to move inventory

Reading, PA  
 Spring 20XX

Penske  
 Leader Trainer

- Provided general guidance and technical assistance to Operations Specialists
- Acted as a role model and demonstrated the Penske Safety Culture
- Provided operations support during the shift

Reading, PA  
 Spring 20XX

## CAMPUS INVOLVEMENT & LEADERSHIP

President, Supply Chain Management & Logistics Club

- Coordinated student-professional networking events
- Held a bi-weekly study group to discuss news and events in supply chain management

Fall 20XX – Present

Public Relations Chair, Technology Savvy Club

- Invited local technology providers, like Apple, to demonstrate their new products
- Published monthly communications to share new technology updates

Fall 20XX – Fall 20XX

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.

## PROFESSIONAL DEVELOPMENT

Council of Supply Chain Management Professionals  
 Phi Kappa Phi, National Honors Society  
 Career Success Certificate, Kutztown University Career Development Center  
 Career Exploration Certificate, Kutztown University Career Development Center

Fall 20XX – Present  
 Spring 20XX – Present  
 Spring 20XX  
 Fall 20XX