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**Edward C.K Brown**

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## **EDUCATION**

### **Codman Academy Charter Public High School:**

September 2003 - June 2007: High School Diploma.

### **The New England Art Institute:**

January 2010 - June 2013: Associates of Arts/ Audio Engineer.

### **Michigan St. University: Eli Broad School of Business/Bus. Management**

December 2017 - September/2019: **Focus:** Supply Chain Operations

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### **Eli Broad School of Business/Business. Management Master Program:**

October/2019 – September/2020

## **TECHNICAL EXPERTISE:**

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Microsoft Excel	Intermediate
Typing	Advanced
Microsoft Word	Advanced
Microsoft PowerPoint	Intermediate

## **WORK EXPERIENCES:**

### **Dana Farber:**

*Distribution Management, Mar 2015 - Present*

- Oversee preparation and shipment of medical supplies to 5 regional satellite sites (clinics).
- Manage, catalog, rotate and bulk inventory supplies in centralized warehouse.
- Process and update new product and inventory for client requests and purchases using Oracle NetSuite ERP.
- Communicate and collaborate with third party logistics services for scheduling freight shipments.
- Conduct performance meetings with colleagues on incoming supplies, maintaining levels for demo purposes and retention for consistent ongoing demand needs.
- Liaise with purchasing department regarding budget to ensure efficient resource deployment and utilization.
- Pinpoint issues and risks pertaining to updates on stock, equipment and scheduling with main campus and satellite sites - to troubleshoot logistics and provide effective solutions.

- Process and confirm end to end transactions with external vendors.
- Co- Call, co- email lab technicians, administrators and post docs regarding lab supplies in stock and inventory.

### **Elite Services**

*Front Desk Management, Feb 2018 – Present*

- Ability to serve as a point of contact and assistance for residents in addition to the company head and property management.
- All front desk transactions: Greeting residents and guests, answering the phone, receiving packages and facilitating deliveries.
- Monitor cameras and the security system.
- Respond to any emergencies in the building.
- Schedule reservations w/ amenities in establishment.

### **Ultimate Hospitality:**

*Account Supervisor, Mar 2014 – Mar 2015.*

- Maintain customer satisfaction and safety
- Greet guest. (Customer Service)
- Hold money & valet ticket books until checked out at the end of the night.
- Supervise designated site staff.

### **Harpoon Brewery:**

*Kitchen Mgmt/ Baker/Host, August 2013 - Feb 2014*

- Cater corporate events & parties.
- Take inventory every night before clocking out.
- Assist in general kitchen tasks.

### **Boston Parks & Recreations Department:**

*Junior Supervisor, June 2009 - September 2009 (Summer Internship)*

- File & document all public park blueprints in archive storage & cabinets in office.

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- Digitally catalogue public records & organize via computer database
  - Supervise public park events.
  - Audit public parks & playgrounds around the city to make sure they were up to city code standards.  
*i.e. measurements, durability & wear & tear*

**RELEVANT KNOW HOW/ EXPERIENCE:**

- Eli Broad Supply Chain Management professional certified
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- 4+ years working in Distribution, warehouse/Logistics management
- Oracle NET+ software versed.
- CPSM certified.
- Ability to Galvanize a team to meet deadlines (very important).

**COMMUNITY SERVICE ACTIVITIES:**

**Enroot (Non-Profit Organization)**

*Mentorship Program- Nov 2018- present*