

# GEORGE GODWIN CHILEWA

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## CAREER SUMMARY

Supply chain manager with 7 years' experience in supply planning, inventory management, and arranging outbound international cargo/freight shipments from point A to B. Highly skilled in using and updating ERP systems as required to ensure correct information is maintained; detail-oriented, excellent in interpersonal and communication skills.

## PROFESSIONAL EXPERIENCE

**Logistics Coordinator** - March 2024 – June 2025

**Umbilical International** – 10711 Cash Road, Stafford, Texas

- Managed movements of manufactured parts and products
- Prepared all shipping documents for the manufactured umbilical
- Organized budget and monitored courier expenses.
- Monitored deliveries and maintained accurate logs of transported parts.
- Inspected produced parts for quality before shipping.
- Maintained good communication with clients, couriers, and other stakeholders.
- Inspected operators' documents for accuracy.
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**Supply Chain Coordinator**– September 2020 – March 2024

**Yang Ming Corp - America** – 3250 Briarpark Dr, Suite 201, Houston, TX 77042

- Applied most effective supply chain technology and best practices.
- Implemented supply planning and inventory management.
- Managed rail billing and equipment flow
- Researched and resolved all issues regarding billing or shipping discrepancies with freight forwarders
- Assessed the contractual performance of the major supply chain
- Participated in supply chain strategy development,
- Developed, reported, and analyzed key performance indicators.
- Maintained accurate records of the rail billing department.
- Prepared Bill of Lading and other freight documents

**Logistic Coordinator** – January 2015 – December 2020

**Survitec Safety Solutions** – 290 Beltway Green Suite 400 Pasadena, TX 77536

- Implemented supply planning and inventory management.
- Ensured customs entries are filed and copies of shipping documents are distributed by required deadlines.
- Served as the primary liaison between overseas affiliates, vendors, and engineers.

- Used the SAGE system to manage the demand and supply of parts.
- Controlled the flow of inventory worth \$2.4 million.
- Managed overall product presentation, inventory management, and pricing.
- Prepared Bill of Lading and other freight documents.

## **EDUCATION**

### ***Master of Project Management – December 2015***

**DeVry University**, Houston, Texas

- Coursework in Managing Projects, Supply Chain, Change Management, Total Quality Control, and Managerial Accounting.

### ***Bachelor of Science in Psychology - May 2011***

**University of Houston Downtown**, Houston, Texas

- Specializing in Industrial Psychology
- Coursework in Technical writing, Statistics, Mathematics, Computer Proficiency, Human Behavior,

### ***Associate degree in Management – August 2004***

**Ashworth College**, Norcross, G.A

- Specializing in Business Management
- Coursework in Business Ethics, Business Law, Managerial Accounting, Business Mathematics, Marketing, Micro Business, Office Management, Human Resource Management, Computer Literacy, Total Quality Management,

## **ADDITIONAL SKILLS**

- Proficient in SAGE and IFS systems
  - Proficient in Microsoft 2016 Office Suite - Database software (Oracle, Access, etc.), Desktop publishing software, spreadsheet (Calc, Excel), LINUX OS Software installs, Data Backups.
  - Ability to evaluate, organize, and delegate work schedule.
  - Excellent interpersonal and communication skills
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