

Sarah K Rezki

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PROFESSIONAL SUMMARY

Results-oriented Supply Chain and Economics student with experience improving operations across e-commerce fulfillment and brick-and-mortar retail distribution, including rental/reverse logistics business models. Proven leadership delivering measurable impact through data-driven analytics, process optimization, automated reporting tools, and cross-functional collaboration.

EDUCATION

University of Houston

Houston, TX | Expected May 2027

Bachelor of Science – Double Major: Supply Chain & Logistics Technology | Economics · Minor: Purchasing

Academic Focus: Global Supply Chain, Logistics & Trade, Supply Chain Analytics, Operations Management

WORK EXPERIENCE

HP Inc. / Enterprise Operations Business Intern – Supply Chain

June 2026 – August 2026

- Designed and built a fully automated Power BI dashboard pulling directly from SharePoint with zero manual input, consolidating capacity, open orders, and shipped inventory into a single daily-refreshing view.
- Standardized open order tracking into four categories (WIP, New Orders, Finished Goods Inventory, Workable Inventory), giving leadership real-time visibility into factory performance against capacity goals and reducing time-to-escalate on material and logistics constraints.
- Architected the dashboard with a standardized, scalable structure enabling deployment to additional factories without rebuilding the underlying logic, and initiated development of an AI agent layering historical trends onto live data to extend visibility to a current-month-plus-three-month horizon.
- Mapped end-to-end supply chain processes using the SCOR model framework, identifying gaps across sourcing, planning, and order fulfillment functions to surface actionable improvement opportunities.
- Conducted sourcing market research and benchmarked industry best practices, collaborating cross-functionally across planning, procurement, logistics, and operations to support data-driven process improvement initiatives.

Tailored Brands / Distribution Analyst – Distribution & Inventory Management

January 2026 – May 2026

- Analyzed weekly inventory movement and placement across both e-commerce fulfillment and retail store distribution channels, driving productivity improvements across omnichannel distribution operations.
- Partnered with IT and Retail teams to automate inventory movement workflows and optimize system-driven processes supporting both brick-and-mortar store replenishment and e-commerce order flow.
- Investigated vendor non-compliance and reverse logistics discrepancies across retail and e-commerce returns channels, generating \$40K+ in chargebacks within the first month.
- Spearheaded the update and rewrite of routing guide SOPs to align with current omnichannel operational standards across both store and e-commerce distribution channels.
- Developed 5 SOPs standardizing data analysis reporting workflows across distribution operations, reducing variability and establishing repeatable processes for ongoing analytical reporting.
- Trained a team of 2 on end-to-end chargeback management processes, delivering structured documentation and knowledge transfer to ensure seamless operational continuity upon departure.

Tailored Brands / Inventory Management Intern – Analytics & Operations

August 2025 – January 2026

- Synthesized large datasets into 3–4 weekly executive-level dashboards covering both e-commerce and brick-and-mortar KPIs, improving warehouse performance visibility and accelerating decision-making speed by 15%, with 100% stakeholder adoption across warehouse and operations leadership.
- Conducted weekly analysis of inventory movement and order-picking activity across retail store replenishment and e-commerce fulfillment workflows, identifying inefficiencies and recommending optimization strategies that improved product placement and reduced pick-path time.
- Leveraged advanced Excel functions, PivotTables, VLOOKUP/INDEX-MATCH, and trend analysis, to develop and track 3 KPIs, driving a 5% improvement in operational efficiency and a 20% reduction in reporting errors through standardized, automated analysis.

- Translated analytical insights into actionable process improvements by collaborating with warehouse and operations leadership, contributing to measurable time savings through automated reporting and supporting continuous improvement across omnichannel distribution.

Tailored Brands / Supply Chain Inventory Intern – Operations

May 2025 – August 2025

- Applied Lean Six Sigma methodologies, including 5S, Kanban, and Poka-Yoke, to optimize inventory layout within a rental business model, reducing picking time per order by 10%, increasing usable storage capacity by 25%, and cutting picker travel distance by 40%, directly improving turnaround efficiency for returned and recirculated rental inventory.
- Led system implementation and process standardization for reverse logistics workflows unique to the rental business model, coordinating cross-departmental training, standardizing return and restock processes, and liaising between employees and management, supporting 2 concurrent projects and achieving a 33% increase in stakeholder adoption, with findings presented to Supply Chain Leadership.
- Produced 2 weekly operational dashboards tracking rental inventory flow and return processing performance, improving data accuracy by 10% and ensuring timely cross-functional collaboration using Microsoft Office Suite.

LEADERSHIP & ACTIVITIES

- Directed four student organizations, MSA, MCAN, Students for Refugees, and the Supply Chain Industrial Distribution Organization, leading teams, setting strategy, and coordinating 15+ events with 100+ attendees.
- Served as Career Development Coordinator for MSA and Career Director for MCAN, managing mentorship initiatives, networking events, and industry career panels.
- Founded and managed a year-long mentorship program connecting students with alumni for personalized career guidance.
- Built partnerships with recruiters, alumni, and industry professionals, securing 50+ internship/job postings, \$8K in scholarships, and multiple networking pipelines.
- Represented all four organizations to University administration and external partners, increasing member engagement by 15% through strategic leadership and communication.

AWARDS

- Earned First Place at the Port of the Future Conference (Port Infrastructure 4.0 Category) for leading the student research project “Implementing the Physical Internet into Port Community Systems.”
- Received an Honorary Mention at the Breakbulk Student Research Competition for the undergraduate research project “Intermodal Logistics in Offshore Oil Rig Decommissioning.”

CERTIFICATIONS

- Inside LVMH Certificate – LVMH (Dec 2025)
- Letter of Credit Made Easy – 4D Supply Chain Consulting (Aug 2025)
- Six Sigma White Belt – Council for Six Sigma Certification (Aug 2025)
- Incoterms 2020 Made Easy – 4D Supply Chain Consulting (Aug 2025)
- Bill of Lading Made Easy – 4D Supply Chain Consulting (Aug 2025)
- Introduction to Artificial Intelligence & Generative AI in Action – IBM Skills Build (Aug 2025)
- IBM Data Analytics with Excel and R – IBM / Coursera (In Progress)
- AI For Everyone – DeepLearning.AI / Coursera (In Progress)
- Data-Driven Decision Making – PwC / Coursera (In Progress)

SKILLS

- **Technical & Data:** Power BI, automated dashboard development, SharePoint data integration, inventory & trend analysis, KPI development, executive dashboards, data visualization (Excel, Kepler, RAWGraphs, R, DAGitty), Advanced Excel (PivotTables, VLOOKUP/INDEX-MATCH, Power Query), omnichannel warehouse optimization
- **Operations & Process Improvement:** Lean Six Sigma (Kaizen, 5S, Kanban, Poka-Yoke), reverse logistics, process standardization, workflow optimization, e-commerce & brick-and-mortar distribution
- **Project & Leadership:** Cross-functional project coordination, training development, stakeholder engagement, data storytelling & executive reporting
- **Languages:** English | Arabic | French