

Madeleine Elliott

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Education

Texas A&M University

Bachelor of Science in Industrial Distribution/Pursuing a minor in Business

Expected Graduation: May 2025

GPA: 3.5

Work Experience

Relevant Solutions

Supply Chain Intern, May 2023 - August 2023

- Worked alongside purchasing team to complete and confirm order acknowledgements in company's ERP system, and contacted suppliers to track down over 200 purchase orders
- Helped initiate a company wide inventory ticket system using Power Automate, Microsoft Lists, and Microsoft Forms to create a new method for employees to submit inventory adjustment requests
- Worked with pricing team to help organize suppliers pricing lists and convert them into standardized pricing groups using Excel
- Sat in on lean 6 sigma and kaizen process meetings with a consultant and used Visio to electronically map out processes discussed in the meetings

Trendsetters Dance

Dance Staff, April 2021 - Present

- Assisted instructors by demonstrating dances, and actively mentored students over leadership and performance preparation at company ran leadership camps
- Selected out of a group of staff members to travel to 4 Middle/High schools and choreograph over 5 routines to be competed, and teach technique classes
- Represents the company professionally, sells merchandise, and distributes awards at company hosted dance competitions

Involvement and Leadership

Delta Zeta Sorority, September 2022 - Present

Songfest Fundraising event

- Partnered with a men's organization to choreograph a 7 minute routine and participate in a competition hosted by Chi Omega, benefitting the Make a wish Foundation

Professional Association for Industrial Distribution, January 2022 - Present

Largest student run organization at Texas A&M University

Executive Secretary

- Oversees PAID committee and assigns semester long projects to improve the organization.
- Writes the weekly emails sent to members
- Speaks weekly to industrial distribution classes to inform students of upcoming events.

Committee Member

- Elected to assist 12 officers and attend all PAID hosted events such as Career Fair
- Network with members of the Industrial Distribution Industry to foster relationships
- Facilitate leadership skills through development of an innovative solutions project

Tomball High School Drill Team, September 2017 - May 2021

- Held highest ranking officer position, managed a team of 32 girls through leading by example, mediated conflict when necessary, and assisted director

Skills

- Public speaking, Basic Excel knowledge, Basic Power BI knowledge, Microsoft Office suite of programs

