

Kelwin Thomas

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Objective

Seeking an opportunity to apply my knowledge and experience in the field of operations management or logistics

Education

The Ohio State University, Fisher College of Business **Columbus, OH**
Bachelor of Science in Business Administration **December 2010**
Specialization: Operations Management, Logistics Management & International Business Administration

- Major GPA: 3.7
- Dean's list, Autumn 2008, Winter 2009, Winter 2010

Experience

Beauty Avenues (Limited Brands) **Reynoldsburg, OH**
Commercialization Intern **June 2010 – September 2010**

- Assist in maintaining project plans, including timelines for Project Managers and Managers
- Provide recommendations to resolve issues by working together with cross functional project team

Office of Technology and Enhanced Learning (The Ohio State University) **Columbus, OH**
Student Assistant **September 2009 – present**

- Provide directions and guidance for students who is experiencing IT related problems
- Managed projects that require data-entry and summary skills in Excel spreadsheets

North Commons (The Ohio State University) **Columbus, OH**
Student Assistant **January 2009 – June 2009**

- Create a welcoming environment for customers, providing a pleasurable dining experience
- Perform daily food service operations, including restocking and serving food

Activities

International Business Club, Vice President of Communications **September 2009 – present**

- Responsible for all communication initiatives to fellow students regarding upcoming events.
- Part of a team which planned the club's goals, objectives and events for the year.

Indonesian Student Association, Head of Logistics **September 2008 – present**

- In charge of all inventory and purchases required for planned events.
- Coordinate ideas with other executives in an effort to decrease total cost

Buckeye Operations Management Society, active member **May 2009 – present**

- Attend weekly meetings to discuss current and relevant business issues.

Skills

- Trilingual language ability, verbal and written (English, Chinese and Bahasa Indonesia)
- Advanced proficiency in Microsoft Office, especially Excel and Access
- Basic First Aid (certified by Singapore Life Saving Society)

Achievements

- 2nd runner up in 2006 National Accounting quiz (Singapore)