



Sample Portfolio

BUSINESS

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Educational Goal Statement

Good education is one of the main requirements in every field. My short term goals are to learn as much as I can from this course, refresh my knowledge and skills so I can use them effectively, and complete my bachelor's degree here at Purdue University Global. My long term goal is to return to Purdue Global for my master's after completing my bachelor's. Having good education will allow me to take on good opportunities in future. In addition, it will help lead to a better lifestyle.

I started with my current company as a temp (line-worker) and made my way up to my current position. I have been a supervisor for about 4 years now. If I want to move up and get a senior level position, a bachelor's degree is required. I only have a high school certification from another country as of today. I took some classes at a community college in the last couple of years. This route was taking longer than I thought so I ended up coming to Purdue Global to expedite my degree program.

My current manager took online classes from another online university and he did get some credits through a similar course. He recommended this to me and I jumped right on it. I want to graduate as early as possible. Additionally, this course will save me a lot of money.

I have held various positions within the organization. It gave me an opportunity to work with people from different backgrounds. I learned a lot from my seniors and teammates. Furthermore, I have attended many seminars and trainings about behavior, management, business code of conduct, and strategic planning. I was also involved in the overall cost-saving plan, which gave me a better understanding about how to manage cost efficiently while producing good quality products.

Since I was promoted with in the company, I am not making as much as the other supervisors do. Every time I ask a senior leader, the answer they give is I do not have college degree. A person hired on a lower position is also making more money than I do because they have a college education. This motivated me and I decided to go back to school to get my degree.

I am single and do not have any kids yet. I want to earn my degree to get ahead and advance my skills and knowledge so I can be a successful person.

Expanded Résumé Entries

Employer History

Business Corporation

Logistics Supervisor Position Internship Start/End Date: 9/2015 - 12/2017
Roles/Responsibilities: I was promoted with in the company to the Logistics position. This position requires me to manage the inbound and outbound material. I was challenged to improve the fixed cost in my area of responsibility and speed up the internal process. I also introduced the cross training and staggered schedule to my team which really helped the logistics to manage the process efficiently. I am also a OSHA certified trainer for the material handlers and have been training the new employees on forklifts. I am also responsible to manage the scheduling part of the business.

Professional Training

Institution Name: Business Corporation
Start/End Date: 2/2017 - In Progress
Country: United States
Location: Newark Ca
Title: Leading through critical thinking, Critical thinking, Employee and labor relations, Individual Behavior in organizations, Operations Management Functions and Strategies, Implementing and Sustaining Process Improvement, Become a Great Listener, On-the-Level
Type of Training: Non-Credit Courses

Institution Name: Business Corporation
Start/End Date: 7/2017 - 7/2017
Country: United States
Location: Newark Ca
Title: Office Safety Training, Information Security Awareness Training
Type of Training: Non-Credit Courses

Institution Name: Business Corporation
Start/End Date: 7/2017 - 7/2017
Country: United States
Location: Newark Ca
Title: 2017 Antitrust Policy, 2017 Code of Ethical Business Conduct, 2017 Hazard Communication: An Employee's Right to Know, 2017 Positive Employee Relations, Affirmative Action Planning Training, 2017 Promoting a Substance Free Workplace
Type of Training: Non-Credit Courses

Learning Autobiography

In 2007, when my grandmother passed away and my dad was still in Lebanon, I had to take on the responsibilities for my home (back in India). It was very challenging since the culture and systems are completely different compared to the United States. I had to learn to deal with people at a very young age, which taught me how to manage difficult situations and how to be patient while finding solutions for the problems. My family had a piece of land in India and I had to learn how to plan and organize the work between the people I hire and lead them to make sure everyone do their job correctly.

I managed my first shift. I got familiar with 5 people in the program.

At the end of each shift. This reporting to the skills during the process and the cost by the end of each shift. The hours of the old machine weekly based.

I also introduced us to lower the cost of the effective Florida and

Here are some leadership skills: Critical Thinking, Behavior in the Workplace, Become a Critical Thinker, Skills, Work Safety Training, Code of Ethics, Employee's Right to Training, 2017 Diversity, 2017 Social Media Non-Disclosure Agreement (California), 2017 Anti-Corruption Policy, Preventing Discrimination and Harassment Training, 2016 Ethics Training, 2015 Substance Abuse Training.

In addition I attended some seminars and trainings with managers and HR

While there were struggles, I was able to develop critical thinking, set priorities, and create time management skills. In the same year, I started my high school where I was part of a high school cricket team. I lead the high school cricket team during my second year. It was a great experience and I enjoyed every moment with my peers. There were a lot of conflicts and disagreements at the beginning because we did not have a coach. I had to set some presidents (coming in on time, setting the grounds, showing respect, and listening to others) for my teammates to get them to follow me.

In September 2010, my family and I moved to the United States. It was not an easy change as far as adjusting to the new environment. I had to find a job to help support my family instead of going to school. I struggled when it comes to communication because I had completed my high school diploma in Punjabi. I started taking ESL classes at a community college to improve my English skills.

In December 2010, I started working as a temp for a marketing and media company that produces mail. I was a forklift driver in the night shift and my day to day job was to store copies on my assigned two machines. Additionally, I was responsible for package per hour, labor management, improving uptime, and safety for the machine. It wasn't easy at the beginning because some of the long-term people were lacking motivation. They purposely gave me hard time because they knew I was a quick learner and I can take their place someday. My leaders were very supportive and they gave me opportunities to learn and develop good organizational behavior, effective communication, and conflict management skills.

After spending a year doing night shift, I was requested by the manufacturing manager to move to the first shift and take on the line-trucker lead position. This was a perfect opportunity for me to go out there and show what I was capable of. My team was saving some of the perpetual products at the end of each week because it runs over multiple weeks. They were to follow 100 plus pages every week to figure out what needed to be saved or killed. I used my critical thinking and operations management skills to find a solution. I created one page perpetual list from the master list through Excel. This list was easy to follow and it saved a lot of time for them.

With my team to make them do all the details. I effectively manage things are getting done correctly.

My managers have helped me to be able to overcome the challenges in my life and I

didn't want to be a production supervisor for the rest of my life.

Course Petition

HR400: Employment and Staffing

Institution
Purdue University Global—Online

Course Outcomes

- Compare diverse employee characteristics and job motivators
- Examine employee retention in a competitive marketplace
- Analyze the role of compensation and benefits in contemporary employee relations
- Assess employee recruitment and hiring strategies
- Assess employee development strategies
- Demonstrate college-level communication through the composition of original materials in Standard American English
- Interpret various data formats

Credits Offered
6.00 credits

Learning Statements

- Created team concepts and assigned common goals to get everyone work together
- Celebrated events and birthdays to promote diversity
- Developed team concept to keep employee focused
- Introduced incentive plans to reward the top performers
- Compared wages with labor market to stay compatible
- Created flex scheduling to attract new talent
- Reviewed and revised the compensation strategy to stay compatible in the market
- Developed clear and inspiring shared goals to keep employees motivated
- Recognized top performers of my team
- Analyzed the labor market to offer better incentive plans
- Offered employee incentives for referring people
- Organized job fairs to hire highly calibrated people
- Identified strengths and weakness of each employee to help them improve
- Created training plans to help/train in different areas
- Used all available data to fully research and understand a problem before finding solutions
- Organized the data in logical order to clearly identify root causes of failures or successes

Primary Documentation

Letters From the Supervisor

March 22, 2018

Regarding: Bhupinder [REDACTED], Logistics Supervisor

To whom this may concern,

As the Human Resources Generalist from July 2016 – March 2018, I've had the opportunity to work with Bhupinder in several areas of HR.

We faced many challenges in our recruiting efforts. I worked with Bhupinder to address lagging wages and determine how we find and retain strong associates. Our branch is quite diverse and he is very adept at leading and managing a multicultural crew. He is able to create a positive work environment and keep up moral in his department to support retention. As someone who has come up through the ranks, his strong understanding of all aspects of the job and responsibilities are an asset. His personal experience also lends itself to developing and working with associates who are looking for advancement and development opportunities.

Bhupinder also assisted in some of the onboarding processes and paperwork. He assisted associates with the I-9 forms and was involved in compliance training. Lastly, we have worked together on associate discussion forms, performance improvement plans and disciplinary documentation.

I have enjoyed working with Bhupinder and know that he will continue to grow and be successful.

Sincerely,

Suzanne [REDACTED]

Primary Documentation

Letters From the Supervisor

March 16th 2018

To whom this may concern,

Regarding: Bhupinder [REDACTED], Logistics Supervisor

It is with great pleasure, I am writing this letter on the behalf of my direct report employee, Bhupinder [REDACTED]. Bhupinder has been reporting to me directly for the past 4 years and indirectly the previous 2 years for a total of 6+ years.

Bhupinder started working for us through a temporary staffing agency in December of 2010. In March of 2012, we hired Bhupinder as our full time employee. From the beginning, Bhupinder impressed us with his excellent work ethics, calm demeanor and willingness to learn new skills and adapt to any changes quickly. In early 2013, Bhupinder was promoted to a Lead position in our Logistics Department and in August of 2014, he was promoted to the position of Logistics Supervisor with all logistics employees reporting directly to him.

Bhupinder continues to excel in his role as a Logistics Supervisor. He demonstrates excellent listening, critical thinking, problem solving and emotional intelligence skills. Having 21 direct and 12 indirect reporting to him, Bhupinder is able to manage all aspects of our work successfully. He has a good understanding of our work process but more importantly, he understands our employees and the culture of our employees. Bhupinder has a very diverse work population with employees from a variety of experiences. Having good working relationships, total understanding of his employee's skills & strengths, Bhupinder is very successful in leveraging changing required for us to stay competitive while saving costs.

Bhupinder also demonstrates good understanding of company core values. One of the core values that our company prides in is Honesty & Integrity. Bhupinder conducts himself in ethical manner and expects all his employees to do the same. He understands the importance of ethical conduct in our business environment. Our customers, coworkers and our company expect everyone to conduct themselves in ethical manner. Bhupinder has become a valuable member of the local leadership team due to this honesty and ethical conduct with everyone.

One of Bhupinder's strengths is in process improvement. Our business requires us to cut cost by improving efficiency. A few years ago, we were struggling to keep accurate inventory. Due to limitations of computer system, inventory was very difficult to manage. Our production department was experiencing very high wait time for product. Bhupinder was assigned the task of identifying root causes of our machine downtime and implement corrective processes to reduce downtime by 10%. Bhupinder applied his excellent critical thinking skills, observed the process, met with employees to get a full understanding of the reasons behind our downtime. After a careful review, numerous meetings and several problems solving sessions, Bhupinder was able to implement a pallet location identification system that has proven to be very successful. As a direct result of his efforts, we were able to realize 10% improvement in uptime within the first 3 months.

Bhupinder is an asset to our company and I am extremely proud of him in pursuing higher education.

Sincerely

Ram [REDACTED]

Secondary Documentation

Certificates and Awards

