

Michael Chapa

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Upper Darby | PA | 19082

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA
Bachelor of Business Administration Graduation: May 2027
Major: Management Information Systems | GPA: 3.0

DELAWARE COUNTY COMMUNITY COLLEGE- Media, PA
Associate of Science, Business Administration Graduation: Dec. 2024

TECHNICAL SKILLS

Software Development: Java, Visual Studio, Salesforce
Database Management: SQL
Project Management: Microsoft Office, Excel, PowerPoint

EXPERIENCE

Marine Corps Reservist, Fort Dix, New Jersey January 2022 - Present
Supply Administration and Operations

- Supply Chain Management Basic Course Certified.
- Using ERP System GCSS-MC to talk to commodities about gear being shipped and receipted
- Process requisitions, track shipments, and coordinating the distribution of supplies to support unit readiness, overseeing inventory valued at over \$500,000
- Account for military equipment, supplies, and materials, ensuring accurate records in supply databases, maintaining over 90% inventory accuracy.

CVS June 2024 – Oct. 2024
Cashier

- Operated cash register and POS system to process payments for an average of 150+ transactions per shift, handling \$5,000+ in daily sales.
- Provided high-level customer service by assisting 100+ customers daily using active listening and engagement skills.
- Performed daily recovery tasks to maintain clean and organized work areas, ensuring 100% compliance with store standards.
- Trained and mentored new team members in cash register operations, stock procedure, and customer service best practices.

LEADERSHIP RECORD

- Served as a Unit Leader in the United States Marine Corps, supervising and ensuring the accountability of 13 Marines aboard the USS Bataan for timely reporting and mission readiness
- Served as a Unit Leader in the United States Marine Corps, supervising 15 Marines, conducting wall-to-wall inspections, accounting for over \$1 million in gear, and updating records in the SCM system to ensure accuracy and operational readiness.