Jordan Taylor

Senior Operations Analyst

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PROFESSIONAL SUMMARY

Operations analyst with 6 years of experience turning messy processes into measurable systems. Specialized in vendor mana

EXPERIENCE

Senior Operations Analyst

2022 – Present

Meridian Logistics — Chicago, IL

- Cut order-processing time 34% by redesigning the intake workflow across 3 teams.
- Built automated weekly reporting used by 40+ stakeholders.
- Managed 12 vendor relationships with a combined $2.1M annual spend.

Operations Coordinator

2019 – 2022

Brightline Retail Group — Chicago, IL

- Coordinated daily fulfillment for 2 regional warehouses (8,000+ orders/month).
- Introduced SOP documentation that reduced onboarding time from 6 weeks to 3.

EDUCATION

B.S. Business Administration

2019

University of Illinois

SKILLS

Process mapping · SQL reporting · Vendor management · Salesforce · Tableau · Lean operations

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