

# Elaina Gupta

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## SUMMARY

Supply chain and logistics professional with eight years of experience managing **supplier performance**, aftermarket parts availability, material planning, and cross functional issue resolution. Oversees supplier portfolios, reviews production schedules and shipment commitments, and assesses supply, demand, and inventory exposure before shortages disrupt **distribution operations**. Uses SAP and **Material Requirements Collaboration** tools to maintain accurate delivery dates, prioritize constrained parts, and coordinate recovery actions with suppliers, buyers, engineering, logistics, and operations. Practical work includes resolving backlogs, capacity limits, **Minimum Order Quantity** constraints, sourcing changes, material questions, and service tickets. Brings calm follow through to fast moving supply issues, with a record of clear communication, accurate data, and continuous improvement that supports dependable parts flow, machine uptime, dealer service, and customer fulfillment.

## EXPERIENCE

### Senior Supplier Logistics Specialist

April 2023 - Present

Summit Parts Network

Fort Wayne, IN

Leads supplier logistics for aftermarket distribution, managing 28 component suppliers, delivery commitments, inventory exposure, recovery actions, and **cross functional resolution**. Connects SAP and MRC updates with procurement, engineering, logistics, and operations decisions that protect **parts availability** and machine uptime.

- Managed 28 component suppliers, balancing open orders, inventory exposure, and production commitments.
- Reconciled SAP and MRC updates, preventing schedule changes from affecting replenishment.
- Led **supplier recovery** discussions for backlogs and capacity constraints, documenting **corrective actions**.
- Partnered with buyers on MOQ, pricing, and source continuity concerns for alternate sources.
- Aligned material alternatives with engineering review and **product performance requirements**.
- Maintained service ticket priorities until supplier **delivery commitments** stabilized.

### Supplier Management Analyst

January 2021 - March 2023

Heartland Distribution Systems

Indianapolis, IN

Analyzed supplier schedules, fulfillment, demand, inventory, purchase orders, and capacity for aftermarket distribution operations. Coordinated procurement, engineering, and supplier reviews while standardizing issue tracking that helped teams manage **competing priorities** and constrained components.

- Monitored supplier **production schedules** and fulfillment performance supporting regional **distribution operations**.
- Analyzed SAP **demand**, inventory, purchase orders, and capacity to prioritize recovery.
- Facilitated supplier reviews covering late orders, shipment commitments, root causes, and corrective actions.
- Maintained continuity plans with **procurement** during constrained component supplier transitions.
- Documented proposed substitutions and technical disposition with suppliers and **engineering** teams.
- Standardized issue tracking checkpoints, improving visibility across competing supplier cases.

### Logistics Coordinator

August 2018 - December 2020

Crossroads Industrial Supply

Lafayette, IN

Coordinated inbound component flow from manufacturing suppliers into distribution facilities through enterprise planning tools. Investigated delivery exceptions, communicated production timing, flagged coverage risks, and prepared supplier performance information for procurement and **logistics** decisions.

- Coordinated inbound component flow through enterprise planning tools and distribution facilities.
- Investigated late deliveries using supplier schedules, transportation status, and receiving records.
- Maintained daily supplier communication on production timing and shipment readiness.
- Flagged demand changes and low coverage items for buyer review before shortages.
- Prepared **supplier performance** summaries covering **delivery reliability**, constraints, and follow up.
- Clarified ownership for shipment exceptions, reducing duplicate follow up across teams.

### Supply Chain Associate

June 2018 - July 2018

Lakeview Components Group

South Bend, IN

Supported replacement component order tracking, supplier acknowledgments, shipment notices, and shortage research. Built early experience in data **accuracy**, purchase order exception handling, supplier communication, and traceable issue follow through.

- Tracked replacement component orders against inventory and customer fulfillment requirements.
- Updated system records from supplier acknowledgments and shipment notices with accurate dates.
- Researched purchase order exceptions and routed findings to the appropriate buyer.
- Prepared shortage lists highlighting immediate distribution requirements and missing commitments.

- Maintained supplier contacts and follow up notes across operational handoffs.
- Applied structured problem solving while supporting accurate supplier communication.

## PROJECTS

### Aftermarket Parts Recovery Control 📅 2024

Small delays become customer problems when nobody owns the next action. Built a recovery control approach linking supplier commitments, inventory exposure, shipment status, and corrective actions for constrained aftermarket parts.

### Alternate Source Readiness Review 📅 2022

A second source matters only when it can perform. Coordinated buyer and engineering inputs around supplier transitions, material alternatives, product performance requirements, and continuity planning for constrained components.

## LEADERSHIP & AWARDS

- Recognized by supplier review leaders for clear recovery follow up and dependable commitment tracking.
- Selected for expanded aftermarket supplier ownership after building trust across procurement, engineering, and logistics.
- Earned team recognition for accurate issue records that kept competing supplier priorities visible.

## EDUCATION

### Bachelor's Degree in Supply Chain Management

2018

Ball State University GPA: 3.5

Muncie, IN

*Coursework: Logistics management, procurement, inventory planning, supplier management*

## CERTIFICATIONS

- APICS Certified in Planning and Inventory Management 📅 2022
- SAP Supply Chain Foundations Certificate 📅 2023

## TECHNICAL SKILLS

- **Enterprise Planning:** SAP, Material Requirements Collaboration, purchase order systems
- **Supplier Management:** Supplier reviews, supplier scorecards, supplier commitments
- **Inventory Planning:** Inventory exposure, demand planning, replenishment planning
- **Logistics Operations:** Inbound logistics, distribution centers, shipment tracking
- **Procurement Systems:** Purchase orders, sourcing, Minimum Order Quantity analysis
- **Production Planning:** Production schedules, capacity planning, schedule updates
- **Material Management:** Raw materials, product components, material substitutions
- **Performance Management:** Delivery reliability, corrective actions, service level tracking
- **Root Cause Methods:** Root cause analysis, issue tracking, recovery planning
- **Supply Chain Collaboration:** Buyer collaboration, engineering coordination, supplier communication
- **Distribution Planning:** Aftermarket parts, customer fulfillment, machine uptime

## SKILLS

- |                       |                        |                       |                          |
|-----------------------|------------------------|-----------------------|--------------------------|
| • Supplier Management | • Procurement          | • Corrective Actions  | • Distribution Centers   |
| • Aftermarket Parts   | • SAP                  | • Root Cause Analysis | • Demand Planning        |
| • Supply Chain        | • Inventory Analysis   | • MOQ Analysis        | • Continuous Improvement |
| • Logistics           | • Supplier Performance | • Alternate Sourcing  |                          |

## PROFESSIONAL AFFILIATIONS

- APICS community participant, sharing practical planning and inventory lessons with supply chain peers.
- Supplier collaboration partner across procurement, logistics, engineering, and operations working toward dependable parts availability.

## LANGUAGES

- English (Native)
- Gujarati (Proficient)

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

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AVAILABLE ON REQUEST