



Request for a Special Service Appointment in the Graduate School

A special service appointment, approved by the Dean of the Graduate School of Arts & Sciences, is required for those committee members who are visiting, adjunct, and emeritus faculty; Boston University employees not of professorial rank; and examiners from outside Boston University.

Please submit the completed form to the Graduate School of Arts and Sciences or via email to grsrec@bu.edu. All submitted forms must include all signatures.

Name: Wile E. Coyote

Program: Earth & Environment

BU ID #: B123456789

Advisor: Bugs Bunny

Nominee Information

Name: Dr. Road Runner

Email: rrunner@harvard.edu

Institution: Acme University

Position: Associate Professor

Requested Committee Appointment:

- ☐ 2nd Reader
☐ 3rd Reader
☒ Additional Committee Member

Please attach the nominee's current Curriculum Vitae to this form

Dissertation Committee Information

Committee Chair and Department: Wilma Flinstone Earth & Environment

1st Reader and Department: Bugs Bunny Earth & Environment

2nd Reader and Department: Daffy Duck Earth & Environment

3rd Reader (optional)/Member and Department: Elmer Fudd Earth & Environment

Additional Member and Department: _____

Reason for this Request:

Dr. Runner's special and unique expertise in acceleration and speed complement the dissertation's focus on groundwater swells in sea-level rise.

Required Signatures

Barney Rubble

08/26/2024

Department Chair/Program Director or Director of Graduate Studies

Date

For GRS use only. Please do not write below.

Associate Dean's Comments:

Approved/Not Approved

Signature: _____ Date: _____

FAKE NAME (MA)

Address: Address, Address, HU2 0FX
Telephone: 07888 888888
Email: email@email.com
Linked In: <https://uk.linkedin.com/in/fakeaddress>

EDUCATION

The University of Example 2011
Master of Arts
History (Merit)

The University of Example 2007 – 2010
Bachelor of Arts
History (2:1)

Example 6th Form College 2005 – 2007
A Levels
Information Technology (B), History (B), Music Technology (B), English Language (C),
General Studies (B)

WORK EXPERIENCE

Example Company #1 2014 – Present
Demand Planner / Team Leader

- Manage the UK logistics department - responsible for building and managing a small team of Supply Chain Coordinators
- Manage the supply chain side of the Retail Lighting segment in support of a number of leading UK high-street retailers
- Manage the stock profile of key retail accounts, generating monthly forecasts and project forecasts
- Personal KPIs include forecast accuracy, reducing inventory and transport costs
- Analyse demand trends and supply constraints and maintain plans accordingly – developing dashboards to monitor demand and other analytics
- Ensure optimal balance between customer service levels and inventory through the S&OP process
- Run monthly trade reviews with account managers to align with future business plans and changing demand
- Support the order desk and account managers - acting as the gatekeeper between suppliers, factories and the customer service team

Example Company #1

2011 - 2014

Supply Chain Coordinator

- Raised and processed purchase orders for shipments
- Provided front line support for supply queries from the project desk, quotations & account managers
- Managed relationships with various third party suppliers and factories as the main UK lighting representative
- Implemented key supply chain improvement projects - factory closures / SAP & Oracle integration / forecast accuracy / new product introductions
- Acted as UK gatekeeper for the design-to-order process – working with the sales team and factories to set up new product derivations in SAP and approving basic design aspects

Example Charity #2

2013

Business Development Volunteer

- Aided the establishment of the UK charity
- Developed educational packages and talks in India
- Provided research on UK charity legislation
- Worked on the development of a new donor database
- Advised on future fundraising opportunities

SOFTWARE

- SAP (Advanced)
- Microsoft Office (Advanced Excel)
- Business Explorer/Analyser
- Oracle
- Salesforce.com

QUALIFICATIONS / AWARDS**Example Company #1 - Employee of the Year**

2016

Taking Ownership

One of four award winners selected annually from the entire Philips Lighting UK staff. Awarded for my role as Logistics team leader - building and training a new team from scratch following a period of severe staff shortages

Project Management – Green Belt

2015

Six Sigma' project management qualification, focused on team leadership, measuring process efficiency and maintaining success through continuous improvement

Example Company #1 – Annual Team Award

2015

Team Up To Excel

Recognition for my team following the acquisition of Indal Lighting - visiting European factories to advise on the implementation of SAP and our processes