

Karen Gfeller

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OBJECTIVE:

To obtain a position as a Buyer or a Material Analyst, utilizing my leadership, communication and organizational abilities.

SUMMARY / QUALIFICATIONS:

- Well-organized work habits, detail oriented, excellent decision making and problem solving skills, excellent oral and written communication skills.
- Proficient in using Microsoft Outlook, Word, Excel, Access Database and SharePoint.
- Trained in BaaN and Oracle ERP systems.
- Works well individually and as part of a team.

PROFESSIONAL HISTORY:

Buyer / Model Shop Assistant *Diebold Incorporated, Canton OH*

2014 – Current

- Received quotes from various vendors for tool parts, raw materials and Model Shop supplies.
- Issued Purchase Orders to suppliers, coordinated and tracked due dates.
- Coordinated with external vendors for secondary processing (plating, painting, etc.).
- Received inventory, stocked shelves and maintained records for reorders.
- Performed changeover and post-processing of FDM Rapid Prototype parts.
- Performed 5S tasks on the Shop floor.
- Coordinated the disposal of hazardous waste from the Model Shop.

Customer Service Representative *TruGreen, Canton OH*

2001 – 2013

- Provided clerical, secretarial and administrative support.
- Maintained customer database through accurate and timely data entry.
- Obtained and examined all relevant information in order to assess validity of complaints and to determine possible causes and prompt resolutions.
- Kept records of customer interactions and transactions, recording details of inquiries, complaints, comments, as well as actions taken.

Retail Manager *Maggiore's Drive-Thru, Canton OH*

1998 – 2001

- Supervised employees engaged in sales work, taking of inventories, reconciling cash with sales receipts, keeping operating records and preparing daily record of transactions.
- Located, selected, procured and stocked inventory for resale, representing owner in purchase negotiations.
- Supervised 5-8 employees, scheduled work hours, trained workers and resolved conflicts.
- Managed accounts receivable, payable, employee payroll and all operating records.

Purchasing Manager *Infrared Laboratories Inc., Tucson AZ*

1996 – 1998

- Coordinated and completed purchasing and distribution of materials, equipment, machinery and supplies needed for production.
- Analyzed market and delivery systems in order to assess present and future material availability.
- Located vendors of materials, equipment and supplies, and interviewed them in order to determine product availability and terms of sales.
- Received inventory, stocked shelves and maintained records for reorders.
- Used standard purchasing practices and inventory procedures and controls.

EDUCATION: *Alliance High School, Alliance, OH*
High School Diploma

REFERENCES:

Robert Beaucock
Director, Supply Chain Engineering
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Bernard Gnanasigamani
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