

**FRANK SYLVESTER**  
4283 Stepping Stone Lane  
Liverpool, NY 13090  
Cell 315-380-3002 Email: [franksyl@hotmail.com](mailto:franksyl@hotmail.com)

### **Executive Summary**

Team and results orientated Procurement Professional with over 24 years diverse experience in a manufacturing environment including production and inventory control.

- Self-motivated decision maker with strong negotiation and communication skills.
- Proficient team builder and mentor.
- Good leadership skills and works well with people.
- Ability to utilize existing resources to complete assigned tasks, on-time within given parameters.

### **Professional Strengths**

#### Vendor development

- Successful supplier selection, development and monitoring.
- Strong focus on quality and pricing.

#### New Product Development

- Work close with engineering and quality on new projects.
- Ability to read drawings and specs.

#### Cost Containment and Negotiation Expertise

- Negotiated price reductions on materials resulting in over 10% cost savings contributing to improved earnings.
- 95% success rate in facilitating on-time delivery of products with compliant specifications.

#### Proven Successful Leader

- Successfully facilitated the purchasing segment of a new program where three new vendors were sourced, evaluated, and approved to supply four new products. (a stamped split ring, a drawn cup housing, a rubber molded spacer and a coined washer)

#### Skills

- Proficient navigating MRP (MAPICS & SAP)
- International sourcing & customs
- Ongoing cost reduction
- Kaizen events

## **Professional Experience**

11/07 – present	<b><u>Senior Buyer</u></b> <u>Kilian Manufacturing Corporation</u> . Responsible for purchasing steel bar, stampings molded products, powdered metal parts, castings, bearings, assemblies domestic and international. MRP - transitioned from MAPICS to SAP Supported engineering new product development by locating and qualifying potential vendors, participating in capability reviews. Managed equipment leases. Participated in Kaizen events
12/00 – 11/07	<b><u>Contracts Administrator / Senior Buyer</u></b> <u>JGB Enterprises, Inc.</u> Responsible for processing contracts through all phases from building inventory item descriptions to supervising all component buying, and interfacing with the government agencies.
7/92 – 12/00	<b><u>Insurance Sales</u></b> <u>Equitable Life, John Hancock Financial Services, GBI Agency</u> Life, Health, Disability, LTC, Mutual Funds, Pension Plans & Property and Casualty – home, auto and commercial insurance
8/91 – 7/92	<b><u>Sales Rep.</u></b> <u>Rick Quick Associates</u> , Representing a distributor of fasteners, components, and hardware, a printed circuit board mfr., and a plastic injection molder
6/89 – 8/91	<b><u>Purchasing Agent</u></b> <u>M&amp;T Plastics</u> , A distributor of plastic pipe, valves and fittings. Responsible for all purchasing, inventory and warehouse activity, and walk-in counter sales.
7/88 – 5/89	<b><u>Outside Sales Rep.</u></b> Rome Electronics, A distributor of components to the electronics industry. Interfaced with buyers, engineers and manufacturers.
5/84 – 7/88	<b><u>Buyer</u></b> <u>Anaren Microwave, Inc.</u> , Responsible for the procurement of passive devices, all sub-contract work, sub assemblies and super components. <u>Factron / Schlumberger</u> , Responsible for the procurement of semiconductors and discrete components, with emphasis on cost reduction & vendor on-time delivery performance. Conducted corporate contract negotiations.

## **Education**

- Attended: Wilfred Laurier University
- Attended: Conestoga College

## **Community**

### **Hugh O'Brian Youth Leadership (HOBY) International - Los Angeles, CA**

Offers over 70 three-day leadership seminars across the US, Canada & Mexico for high school sophomores. Each seminar site is run entirely by volunteer committees. LA office offers training, and support to local committees. Website: [www.hoby.org](http://www.hoby.org)

Volunteer Trustee

### **Hugh O'Brian Youth Foundation (HOBY) New York State Leadership Seminar, Inc.**

Offers four three-day leadership seminars for high school sophomores. Every public and private high school may nominate one sophomore to participate. The committee raises the funds needed to operate the seminar. Website: [www.hoby.org](http://www.hoby.org)

Past Volunteer President,  
New York State HOBY

Director of Finance,  
New York Central Seminar

Past Seminar Chairperson,  
New York Central Seminar

### **Liverpool Optimist Club**

Member  
Past President  
Chair, Youth Wrestling Programs

### **Jaycees (Junior Chamber of Commerce)**

Past President, Syracuse Jaycees  
Past President, New York State Jaycees  
Past Vice President, U.S. Junior Chamber

### **NYS Jaycees Foundation, Inc**

Trustee,  
Past Chairman

### **Pope John XXIII Church of Liverpool**

Trustee  
Past Chair, Parish Council  
Member, Finance Committee

### **Liverpool Knights of Columbus #7928**

Financial Secretary

### **Food Pantry & Soup Kitchen**

Franciscan Church of the Assumption

Volunteer, Advisory Committee  
Volunteer, Fundraising Committee