

Marlene Shetler

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SUMMARY OF QUALIFICATIONS

- Twenty+ years of experience as a Buyer, with an excellent track record of accomplishments.
- Proven ability to demonstrate core competency abilities.
- Self-motivated and detail-oriented professional, with a special talent for building strong rapport and dynamic business relationships.
- Take charge individual with a professional approach to decision-making and problem-solving.
- Consistently achieved budgetary guidelines, and strived to reduce controllable expenses.
- Expertise in inventory management, cost reductions supporting NPI within QS9000 and ISO 9000 guidelines.
- Knowledgeable of Lean Manufacturing practices.

PROFESSIONAL EXPERIENCE

CREONIX, LLC, Bradenton, Florida 10/10 – 6/13

Electronic Manufacturing – Medical, Defense/Aerospace and Industrial

Senior Buyer

- Accountable for the planning and procurement of materials.
- Place emphasis on meeting or exceeding customer's requirements and expectations.
- Facilitate the disposition of discrepant material; manage supply base and monitor performance levels assuring continuous cost and quality improvements are attained.

TELTRONICS, INC., Palmetto, Florida 08/07 – 09/10

Technology Manufacturer – Communications, Alarms Management

Senior Buyer

- Negotiated supplier agreements, purchase orders and delivery schedules necessary to support high and low volume-manufacturing operations.
- Provided the company with organization, ongoing planning and effective decision-making in order to reduce costs while maintaining quality.

HONEYWELL / ELECTRO CORPORATION, Sarasota, Florida 11/02 – 07/07

Fabricated Parts, Castings, Specialty, Standard Wire and Cable

Senior Buyer

- See duties listed above.
- Supported Design Engineering on New Product Introduction (NPI) and other project activities.
- Trained employees on supplier negotiations.

EDUCATIONAL BACKGROUND

BAUDER COLLEGE, Atlanta, Georgia

Associates of Arts Degree, Interior Design

Six-Sigma Green Belt Certified

COMPUTER KNOWLEDGE

Microsoft Word, Excel, Outlook, Lotus Notes, Oracle, Netsuite, Visual, In-House Programs
AS-400, MRP, JIT, EDI, Kan Ban Systems