

AMY W. FORRER

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PURCHASING | INVENTORY MANAGER

Competitive, self-motivated, passionate professional with 18+ years of wide-ranging experience in consultative business sales, vendor management, and brand development, driving innovation and strategic solutions in diverse business sectors. Highly driven and motivated to find practical solutions and best practices for the continuous improvement of the business' sales and growth. Equipped with a high standard of professionalism and methodical discipline in prospecting potential customers and suppliers.

CORE COMPETENCIES

Sales & Marketing | Sales Development | Verbal Communication Skills | Customer Service | Stock Rotation | Customer Experience | Purchase Orders | Price Negotiations | Inventory Documentation | Domestic and International Scheduling & Logistics | Material Discrepancies Follow-Up | Data Entry | Service Oriented | Ability to Meet Deadlines & Multi-Task | Attention to Detail | Proficient in Microsoft Office Suite (Word, Excel, Outlook) ERP Systems

RELEVANT SKILLS

SOCIAL PERCEPTIVENESS

- Promoted quality awareness of personnel and vendor's reactions and to understand why they react as they do.
- Discerned the motivation behind customer behaviour, unspoken communication, and body language cues.

ESTABLISHING & MAINTAINING RELATIONSHIPS

- Proactively developed constructive working relationships with customers, personnel and maintaining them over time.
- Developed enduring professional relationships with vendors and customers by understanding mutual needs and priorities.

PROFESSIONAL EXPERIENCE

PURCHASING MANAGER, Sioux Honey Association, Sioux City, IA Jan 2022 – March 2023

Authorized to plan, order and maintain packaging components for multiple warehouse locations.

- Managed existing components and coordinated development of new and special projects.
- Resolution of product issues, shipment errors and invoice discrepancies.
- Coordinated with Sales and Marketing to develop new packaging formats to meet customer needs

Key Accomplishments

- Secured new vendor relationship for key component for better cost, lead-times and superior product.
- Researched and strategized with current vendors to improve product suitability, MOQs and cost.
- Managed time sensitive component development on key customer special project.

PURCHASING COORDINATOR, EMI Sportswear, Boulder, CO March 2004 – Dec 2022

Appointed to assess vendors, negotiating new deals and expiring contracts, and placing orders for products and services.

- Effectively communicated with suppliers on special orders while sourcing new products for specific customers.
- Accountable for developing and implementing proposals for the optimization of supply chain management.
- Negotiate with vendors resulting in high-quality products at the exact cost and increased customer satisfaction.

Key Accomplishments

- Work independently in establishing relationships with all vendors and negotiated company sales for up to \$830K.
- Productively managed 6-15 warehouse employees for an \$8-10M global wholesale company with 50 staff members.
- Competitively negotiated \$10K savings with a 3-month purchasing lease and extended terms in response to price increase from the vendor.
- Delegated to source out more cost-effective products that would generate revenue and savings of \$12K yearly.

EDUCATION

AAS in Graphic Arts & Design, Daytona Beach Community College, Daytona Beach, FL |
Liberal Arts Studies, West Virginia University, Morgantown, WV | Major History | Minor Psychology