

FAX

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To Kendra Stewart

Fax: 952-223-6109

Date 2/24/10

Re: Resume requested

From: Karen Remter

Fax: _____

Phone: 651-463-7069

Re: _____

Kendra,
 Enclosed is my resume + cover
 letter you requested.
 Sorry I was not able to email
 to you.

I look forward to talking with
 you on Thursday regarding the
 purchasing position.

Sincerely,
 Karen Remter

- Urgent
- For Review
- Please Comment
- Please Reply
- Please Recycle

Dear Ms. Kendra Stewart,

In regards to the open Purchasing Agent you have posted on the Minnesota Works website. I am very interested in the opportunity to work for a company that will allow me to utilize my professional skills. Perhaps after reading this letter and enclosed resume, you will agree we have a mutually beneficial reason to meet. My credentials include:

Experienced with purchasing raw materials, parts and supplies.

Ability to review requisitions and process purchase orders.

Excellent record of price negotiations with sales representatives and suppliers.

Collaborates effectively with suppliers, departments and staff members.

As an Assistant Buyer for Ryt-Way Industries, I maintained an excellent performance record and earned a reputation for my strong purchasing knowledge and ability to manage details.

The Purchasing Agent position sounds like an outstanding opportunity, and I would welcome the chance for an interview to discuss your needs and outline my skills and strengths in person.

You may reach me at 651-463-7069.

Thank you for your time and consideration of my resume, and I look forward to speaking to you.

Sincerely,

Karen R. Remter
E-mail: krrrem@frontiernet.net

KAREN R REMTER**5801 Upper 183rd Street W Farmington, Minnesota 55024****651- 463-7069 Email krrrem@frontiernet.net****PROFILE SUMMARY**

Prepared and generated purchase orders for more than 2,000 products to maintain proper inventory levels.

Achieved average of 5% overall cost savings through cost analysis.

Ability to maintain excellent supplier relationships.

Negotiate and manage pricing, terms and conditions, lead-times with suppliers.

Assist in the development of improving department efficiency and productivity.

Knowledge of Microsoft office software.

PROFFESIONAL HISTORY**Assistant Buyer**

Ryt-Way Industries, Lakeville, Minnesota

Contract Employee for Purchasing Professionals, Bloomington, Minnesota

2007 to 2009

Processed and approved requisitions for raw materials, parts and supplies.

Expedited purchase orders for on time deliveries.

Communicated and revised purchase order changes with suppliers.

Reviewed and submitted quality control complaints to suppliers.

Reconcile supplier invoice issues.

Maintain and update supplier information files and spreadsheet.

Buyer/ Inventory Analyst**Woods Equipment Company/TISCO, Roseville, Minnesota****2000 to 2007**

- Negotiate prices with suppliers and sales representatives.**
- Planning, preparing and submitting purchase orders to suppliers.**
- Expedited purchase orders for on time deliveries; monitor arrival date of products.**
- Analyze reports and transfer products to appropriate distribution center.**
- Create and review; update supplier cost analysis and cost change spreadsheets.**
- Resolve supplier shipment discrepancies with distribution centers and accounting department.**

Purchasing Coordinator**CSK Auto (Checker's, Schuck's & Kragen), Mendota Heights, Minnesota****1994 to 2000**

- Expedited purchase order; monitor arrival of merchandise.**
- Initiate product returns from stores to the distribution center.**
- Create supplier cost analysis spreadsheet for cost comparison.**
- Maintain procurement records for accuracy by reviewing; updating.**
- Prepare Purchasing reports for departmental meetings.**
- Review and approve supplier invoices for cost discrepancies.**
- Maintain; update cost and sale prices of products.**

PERSONAL ATTRIBUTES

- Effective working independently or as a team participant.**
- Strong planning, organizational and communication skills.**
- Extremely detailed oriented.**
- Certificate of Completion of 15 hours training of effective price negotiations.**

EDUCATION:

- Minneapolis Community College, Minneapolis, Minnesota**
- Harding High School, Saint Paul, Minnesota**