

# **Cindy Lombardi**

## **Buyer - Semiconductor Circuits Inc**

Salem, NH  
slcr66@aol.com - 603-890-3330

I am seeking a position where I develop a career in my background experience.  
Authorized to work in the US for any employer

### **WORK EXPERIENCE**

#### **Buyer**

Semiconductor Circuits Inc - Atkinson, NH - May 2013 to Present

Purchase materials from an MRP while trying to keep costs down  
Using PC/MRP software  
Generate purchase orders  
Expedite purchase orders  
Maintain inventory control  
Shipping/Receiving  
Generate Invoices  
Process credit cards from customers through pay pal

#### **Quote Coordinator**

OSI Electronics - North Andover, MA - May 2011 to May 2013

Generate full turnkey Quotations, Including labor, material costs & lead times per customer requirements.  
Ability to manipulate/convert different file types(i.e. Excel, Word, Text) to standardized formats required for OSIE  
Software importation.  
Interface with customers in order to obtain appropriate files and documents.  
Knowledge of Word, Excel, Windows And Quote Win.  
OSIE'S ERP System

#### **Buyer**

April Lab Medical - Billerica, MA - February 2011 to February 2011

short term assignment )  
Obtained quotes for various material needed to buy  
Generated Purchase Orders  
Expedited Purchase Orders  
Used E2 Software

#### **Senior Buyer**

Quality Contract Services - Salem, NH - January 2000 to July 2009

Purchase components in a timely manner.  
Expedite all materials.  
Generate bills of materials.  
Generate quotes for all material needed for new job prospects.  
Create invoices daily  
Shipping / receiving

Use of DBA software and excel  
Create shipping schedules and distribute  
Sort mail, answer the phones and direct calls  
Interact with customers and vendors as needed  
Fill in where needed on the production floor.

### **Cable assembler**

MKS Instruments - Methuen, MA - December 1998 to January 2000

Cable / harnesses

Build cables/harnesses per customer blue prints. Work from a schedule to ensure jobs got done in a timely manner.

### **Solderer/Assembler**

EJ Systems - Lawrence, MA - July 1985 to June 1995

Solderer

Mechanical assembly, thru hole assembly, soldering both surface mount and thru hole assembly, build cables and harnesses.

ECO changes, rework surface mount and thru hole,  
Follow blue prints.