

Daniel Harris

Experienced purchasing professional looking for remote work opportunities.

Windsor, CO 80550

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+1 970 218 5264

- Experienced purchasing professional looking for remote work opportunities. Enthusiastic team player, establishes positive relationships with front line employees up to upper level executives. Creative thinker with excellent written and verbal skills. Excels in multi-tasking and prioritizing work assignments with little supervision.

Authorized to work in the US for any employer

Work Experience

Procurement Coordinator

Patterson Companies - Greeley, CO

February 2019 to Present

- Responsible for creation, changes, and cancellations of all drop ship (DS) Purchase Orders for Animal Health International Micro-Technologies division
- Schedule delivery dates, follow up on delivery dates if changes occur, ensure customer always has product on hand
- Created delivery schedule to easily track accuracy of delivery, cost, and pricing information submitted from vendor in for multiple customers in multiple locations
- Create all Standard Purchase Orders for parts that were brought in the manufacturing warehouse.
- Create all Stack Transfer Orders (STO) for product transfers within division
- Reconcile inventory discrepancies monthly for nine different Fulfillment Centers (FC)
- Use multiple SAP T-Codes on purchasing side, sales side, as well as inventory management
- Multiple other duties as needed

Education

Master of Science in Management

Colorado State University

2014

Bachelor of Arts in Journalism

University of Northern Colorado

2008

Skills

- BUDGET (3 years)
- ACCESS (Less than 1 year)

- ACCOUNTS PAYABLE (4 years)
- BUYING/PROCUREMENT (3 years)
- ERP systems (3 years)
- MRP
- Materials Management (10+ years)
- Records Management (3 years)
- Supply Chain (10+ years)
- Purchasing (3 years)
- Budgeting
- Inventory Control (10+ years)
- SAP (4 years)
- Procurement Management

Certifications and Licenses

Valid Drivers License

Additional Information

SAP Netweaver 7.5 EHP 3 | Microsoft Office: Word, Excel, PowerPoint and Outlook | Customer Service | Scheduling | Documentation | Leadership Administration | Planning and Time Management | Data Entry | Procurement | Accounts Payable