

Dawn R. Blair

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PROFILE:

Highly qualified professional and personable individual with an extensive background in purchasing. Strong aptitude for tactical/strategic planning and analytical problem resolution. Facilitates effective communication and excellent customer relationships. Energized by challenge, increased responsibility, and skill development.

BUSINESS EXPERIENCE:

Westco Framing, Berthoud, CO – Sr. Buyer/Contract Position 2018-Current

- Responsible for on-time material availability for commercial builds.
- Communicate material status to Project Lead and identify possible schedule changes.
- Report weekly spend to the CEO.

Neotech, Longmont, CO - Sr. NPII Buyer 2018-2019

- Responsible for end-to-end management of PCBs and BOM components to meet critical deadlines.
- Work directly with customers to report material status for up-coming builds.
- Work closely with suppliers, engineering and program managers for reduction and/or return opportunities of excess material.
- Review Open Orders report to drive on time delivery for the business.

Circle Graphics, Longmont, CO – Sr. Buyer/Acct Manager 2016-2018

- Maintained customer relationships with over 4,000 established accounts.
- Coordinate with team members for details of customer on-site visits.
- Responsible for managing daily MRP requirements.

Left Hand Studios, Longmont, CO – Sales & Customer Service Manager 2012-2016

- Regularly exceeded house sales goals by more than 63%.
- Arranged for and attended tradeshows to network and grow sales.
- Prepare customer surveys to evaluate areas of improvements with the current sales practices.
- Liaison to large accounts, catalog accounts and outside Sales Reps.
- Ensured materials were purchased to maintain manufacturing production.

US Opportunities, Mead, CO – H2B Acct Specialist Recruiter (Remote) 2009-2012

- Collected and organized all documents required from candidates to legally enter the US.
- Worked with customers to obtain required documentation to implement the H2B request process.
- Responsible for identifying and interviewing overseas candidates for seasonal employment.
- Communicates with immigration team to facilitate processing of candidates.
- Coordinates schedules and interacted daily with people of diverse backgrounds and personalities.

Balanced Body, Sacramento, CA – Sr. Buyer 2005 -2009

- Guided and assisted in cost-savings initiative plan, recognizing and documenting quarterly cost savings.
- Identified opportunities for improvement in Kan Ban format, resulting in cost reduction by leveraging order placement and volume via SAP.

- Initiated and orchestrated reduction in supply base while developing strong long-term partnerships.
- Administered the purchase of raw materials, equipment and supplies to maintain a continuous productive work flow.

Carrier Access, Boulder, CO – Sr. NPI Buyer

2004-2005

- Collaborated w/engineering team to identify and establish low risk supply chain for new product introductions.
- Evaluate and sign-off proposed engineering changes relative to impact on cost, quality and delivery.
- Established and maintained cost analysis reports.
- Compiled information and facilitated Design Review meetings.
- Coordinated with offshore contract manufactures for transfer of products on a turnkey basis.
- Resolved component shortages for Consignment Kits and Turnkey products to minimize production delays and costly expedites.
- Represented Procurement organization in cross-functional team meetings.
- Defined cost standards for new components.

Quantum Corporation /Benchmark, Boulder, CO – NPI Procurement Specialist

2002-2004

- Communicated daily with cross-functional commodity teams to facilitate the development and execution of short and long-term strategies.
- Supported pre-production tactical purchasing efforts including all electrical and mechanical components for the Value Line Tape division.
- Participated and provided input to Quarterly Business Review meetings.
- Expedited and rescheduled deliveries for optimum inventory levels using an Oracle MRP system.
- Analyze sales forecast and inventory levels and plan dispatch schedules 4-8 weeks in advance.
- Acted as liaison between interdepartmental teams and approved suppliers to ensure a seamless transition of procured parts to our factories in the Far East.
- Key participant in weekly operational reviews with manufacturing partners.
- Co-lead in evaluating/implementing Oracle based MRP system.
- Track and communicate order status, supplier commitments and lead-times to senior management.
- Interface with Logistics to ensure that the VMI hub inventory balance is maintained.

Semitool, Kalispell, MT - Buyer

2000-2001

- Responsible for the procurement of machined components using an MRP system.
- Initiated and implemented inventory reduction plan.
- Managed and maintained supplier consignment program for all Standards hardware.
- Negotiated and documented price reductions on existing contracts.
- Established and coordinated PC standardizations for all corporate requirements.

Seagate Technology, Inc., Longmont, CO – Buyer

1996-2000

- Desktop/Mobile representative for corporate PC and office supplies sourcing strategy including the implementation and management of the same.
- Accountable for the negotiation and procurement of electrical components for the PCBA shop using established guidelines and polices.
- Supported the Design Center in the solicitation of quotations, examination of bids, and processing of purchase requisitions for capital equipment, indirect supplies and services.
- Ensured system integrity by maintaining open PO reports and timely resolutions of invoice issues.

EDUCATION:

APICS 10-week course

Dr. Karrass 6 week course

NAPM Member 1997-2000

