

Purchasing Materials Analyst / Buyer continued

- Purchase raw materials; metals, O-rings, castings, bufferpots, impellers, inducers, heat exchangers, bar stock and small parts.
- Operations support and coordination of departmental functions to achieve project goals.
- Collaborate with Accounts Receivable / Accounts Payable departments to determine accuracy and project account reconciliation, as it pertained to the purchase orders.
- Record and track on-time delivery of incoming parts to meet 95% internal standards requirement.

Bestop Inc.

Broomfield, CO

April 1998 – June 2005

Purchasing Planner

- Procure and schedule automotive and distinctive merchandise parts and production materials. Manage and coordinate the project within time constraints and plan restrictions.
- Coordinate and resolve contractual agreements with suppliers to best suit the organization's obligations and requirements.
- Perform virtual and physical inventory management control.
- Manage project planning, to meet and execute required production, plan build requirements and company goals.
- Team development, implementation and improvement of Con-bond System.
- Project deviation and substitution control, to meet plan requirements and timelines.
- Proficient operation of MRP and AS400 system software programs
- Automotive QS9000 compliance and understanding.
- Manage vendor sourcing and supplier relations.
- MRP training and system comprehension with satellite manufacturing facilities.
- Maintain forklift certification.

Gerry Baby Products

Thornton, CO

February 1991 – April 1998

Production Scheduler / Receiving Supervisor

- Proficient in MRP materials planning and inventory control, relevant to manufacturing and production.
- Project deviation and substitution control, to meet plan requirements and timelines.
- Engineering Control Notification (ECN) tracking and implementation of material replacements.
- Supplier scheduling and materials / parts release.
- Production tracking and finished goods transfers.
- Dock operations and management.
- Schedule maintenance and manage forklift equipment
- Department forklift drivers' supervisor. Including annual certification, training, review and maintenance.
- Forklift certification.

PACE Warehouse

Englewood, CO

September 1988 – October 1990

Assistant Merchandise Manager

- Manage and coordinate all merchandise lines. Including groceries, softlines, front-end, and liquor store commodities.
- Schedule, train and assist with store workforce management.
- Quality and inventory control to reduce shrinkage and spoils. Team participation and development of profit and loss tracking accountability process.
- Forklift operation and certification.

EDUCATION

University of Southern Colorado

Pueblo, Colorado

1987

- Associate's Degree in Business Management

Western State College

Gunnison, Colorado

1986

- Business Management

Professional Development Certifications:

- ACE Compliance
- JD Edwards Navigation and Operation
- Problem Solving and Conflict Management / 8-D Course
- Vendor Sourcing Efficiency
- Motivating ourselves and others to higher standards
- Effective Communication and Listening
- Performance Management
- The Seven Habits of Highly Effective People

SKILLS

- Thorough working knowledge of purchasing policies, processes and procedures, pertaining to industrial manufacturing.
- Complete knowledge of warehouse and inventory control policies and procedures.
- Extensive knowledge of material work planning and methods engineering processes and procedures.
- Extensive knowledge and ability to negotiate best vendor terms, pricing and delivery based on specific budget and schedule requirements.
- Cognitive thinker, ability to reason and problem solve with limited supervision.
- Proficient within Microsoft Office suite, internet navigation and aptitude to quickly become efficient utilizing company internal tools and proprietary software systems operation.
- Solid organizational skills.
- Project goal oriented.
- Strong work ethic, dependable.