

Karen McCarrick

Loveland, CO 80537

kjeanmccarri@gmail.com

(970) 402-2063

- Extensive Procurement and Planning experience in both manufacturing and research and development (R&D).
- Experience with Fixed Firm Price (FFP); Time & Material (T&M) Cost Plus Fixed Fee (CPFF) contracts.
- Extensive experience working with engineering and engineering concepts.
- In-depth experience of coordinating material planning for manufacturing and R&D.
- Experience in handling multiple complex projects and tasks to achieve ongoing company goals.
- Successful interface to all stakeholders both internal and external.
- Experienced in Mechanical Drafting and entry level design.

Work Experience

Senior Buyer III

II-VI Aerospace and Defense - Longmont, CO

May 2021 to March 2023

- Responsible for RFQ preparation, execution, and analysis to achieve cost, quality and delivery objective.
- Plan, schedule and administrate purchase orders to ensure on time delivery for customer requirements.
- Proactively communicates and provides updates to senior management and engineering on supply issues.
- Maintain purchase orders and related documentation in audit ready condition.
- Assist with proposal quotes and pricing for contract bids.
- Assist accounting in resolving purchase/billing discrepancies.
- Track supplier on time delivery and quality issues.
- Develop and maintain supplier relationships.

Subcontracts Manager II

Sierra Space - Broomfield, CO

May 2019 to May 2021

- Prepare contract/subcontract bid packages for materials, supplies and services.
- Evaluate negotiate and award proposals at most favorable price and lead-time.
- Manage contracts and suppliers throughout project and contract life cycle.
- Negotiate complex contract types (FFP; T&M; CPFF).
- Evaluate and negotiate complex terms and conditions.
- Work with program management on contract issues, including project funding, delivery and schedule issues.
- Maintain records in accordance with company policy/procedure, prime contract requirements, FAR/DFAR.
- Analyze and address invoice issues.
- Develop alternate sourcing for Aerospace contracts.

Senior Buyer/Planner III

Particle Measuring Systems - Boulder, CO

January 2016 to May 2019

- Strategic sourcing of printed circuit boards (PCB), electronic components, machined, fabricated, cables and
- off the shelf parts for R&D and manufacturing.
- Responsible for planning activities to ensure adequate material availability to meet production schedules.
- Responsible for competitive bidding, purchase orders, material planning for successful production fulfillment.
- Issue, maintain and track purchase orders for best cost, delivery and quality.
- Ensure timely delivery of material for production requirements while maintaining required stock levels.
- Initiated Vendor Managed Inventory (VMI) to minimize lead-time due to long lead and end of life (EOL) parts.
- Drive cost reduction, focusing on transition of PCBA's from domestic suppliers to low-cost regions (LCR).
- Evaluate suppliers on quality, cost, and delivery.
- Work with suppliers to resolve and improve any issues.
- Utilize project management skills to seamlessly integrate changes into R&D and manufacturing.
- Identify potential material shortages due to changing market conditions and plan materials accordingly.

NPD Buyer II

In-Situ Inc - Fort Collins, CO

December 2014 to September 2015

- Collaborate with engineering for strategic sourcing decisions and set supplier expectations.
- Drive cost reduction, focusing on LCR.
- Facilitated quoting and ordering of PCBA's, injection molded, machined and off the shelf parts.
- Responsible for materials hand-off between R&D and Manufacturing.
- Responsible for the planning of manufacturing materials and resources.
- Drive lean manufacturing, JIT principles for material quality and cost.
- Work with accounting to resolve invoice and pricing issues.

Associate Project Manager/NPI Buyer

Hach Company - Loveland, CO

July 2002 to December 2014

- Strategic Sourcing of electronic components, PC boards, cabling, injection molded and machined parts.
- Responsible for pricing and budgeting, project scheduling, material reports, project financials and planning.
- Spearheaded sister company product launches from prototype into manufacturing.
- Drive cost reduction, focused on low-cost regions.
- Responsible for project parts and scheduling of proto, pilot and pre-production builds.
- Created and maintained part numbers, bill of materials (BOM), part number creation utilizing Oracle.
- Maintained change orders, project material costing and inventory compliance documentation.
- Resolution of material and invoice issues.
- Aided in second sourcing of electronic components and long lead-time parts.
- Assist in all aspects of project closeout.
- Other positions held: Mechanical Drafter/entry level redesign utilizing AUTOCAD, Solid Edge and SolidWorks and Geometric Dimensioning and Tolerancing (GD&T).

Education

GD&T Certification in conjunction

Present

Associate's degree in Applied Science

Denver Institute of Technology

Skills

- Multitasking, initiative-taker, works efficiently with little to no supervision within a demanding environment.
- Ability to manage complex projects.
- Ability to execute material procurement, budget, and schedule requirements for projects.
- Strong communication and negotiation skills at all levels of stakeholders.
- Ability to monitor and communicate work/project status through all levels within the company.
- Excellent organizational and time management skills.
- Ability to research, report and consolidate information to aid in project and budget planning.
- SolidWorks
- GD&T
- AutoCAD
- Sourcing
- Drafting
- CAD
- Research & Development
- Manufacturing
- 5S
- Product Development
- Six Sigma
- Lean Manufacturing