

# Kyle Reeves

## Senior Buyer - F.C. MASON COMPANY

Ithaca, MI  
kreeves517@gmail.com - 989-436-3319

Willing to relocate: Anywhere  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Senior Buyer

F.C. MASON COMPANY - Saint Johns, MI - March 2014 to Present

Negotiate with Suppliers to insure that current employer obtains industry best service, price and payment terms. Implement strategies that develop and enhance supplier relationships with supplier contacts in purchasing and fulfillment. Evaluate supplier performance based on knowledge of deliveries, service and quality of acquired product. Manage purchased component and raw material inventory levels according to customer demand.

- Generated approximately \$178,000 in annual savings by employing a new procedure which streamlined the business's MRO and vendor relationships; decreased MRO spend as a percentage of sales by 33%
- Implemented Kanban as a part of Lean Manufacturing Six Sigma to improve customer demand, stock and re-order levels
- Conducted purchasing analysis to support senior leadership with developing the business segment's long range plan of more than \$1 Million over the next 3 years

#### Agency Representative

FARM BUREAU INSURANCE - DeWitt, MI - January 2013 to July 2014

DEWITT, MI · 1/2013-07/2014

Leading provider of insurance services to serve all farmers within the state of Michigan

#### Agency Representative

Provide prompt, accurate, friendly, cost-effective service by responding to inquiries from existing policyholders and the general public. Provide service to the public and policyholders in a pleasant and courteous manner. Meet customer service goals and assist with marketing goals as directed by the agent.

- Within the first three weeks in the organization, took on, and managed one of the company's #1 clients valued over \$5 million.
- Increased data mining 58% by creating a more efficient process to collect information from policy holders

### EDUCATION

#### Bachelor of Business Administration in Supply Chain Management

BAKER COLLEGE · FLINT - Flint, MI

2015

### SKILLS

Purchasing (2 years), Lean Manufacturing (2 years), Customer Service (6 years), MRP (3 years), Kanban (3 years), Team Building (5 years), Team Leadership (5 years), Materials Management (2 years), Inventory

Management (2 years), Analytical (3 years), Sales (3 years), Planning (2 years), Public Speaking (6 years), Supply Chain Management (3 years)

#### LINKS

<https://www.linkedin.com/pub/kyle-reeves/88/163/790>

#### CERTIFICATIONS

**Lean Manufacturing White Belt**

#### ADDITIONAL INFORMATION

#### TECHNICAL SKILLS

Proficient in Microsoft Office Suite: Advanced Excel · Word · PowerPoint · Outlook · Access  
Job boss · SAP