

MARY ANN DAILEY
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PROFESSIONAL SUMMARY

Purchasing Manager with years of procurement experience and a solid background in manufacturing and production environment. Comprehensive knowledge of purchasing, procedures, contracts research. Strongly organized, self-motivated and goal-oriented. Successfully communicates with management, other employees and vendors. Negotiates Purchases to ensure a low cost, while complying with company quality policies, procedures and quality manual. Excellent ability to source new suppliers and effectively expedite delivery.

EMPLOYMENT HISTORY
PURCHASING MANAGER

January 2006 – July 2023
Precision Machined Products
Fort Collins, CO

JOB SUMMARY: Responsible for Aerospace procurement of Raw Materials. Capital Equipment, Outside Processes, Supplies and Services for Fort Collins, CO and Cody, WY facilities. Locates, researches and negotiates with suppliers to determine best value while adhering to customer specifications, government specifications, quality requirements and AS9100 Standards. 6 Sigma and Lean Procurement Practices.

- Final Responsibility for all Material, Process, MRO purchases for three locations
- Reduced Freight Costs. Monitored and Tracked Critical and Freight Deliveries
- Supplier Qualification and Maintained Approved Vendor List
- Reviewed Supplier On Time Delivery and Quality Performance
- Kanban and Vending Machine Setup
- Entered Bill of Material and Created Part Numbers
- Prepared RFQ's, Created Purchase orders
- Monitored Past Due Orders and Performed Expedites
- Filled Out Credit Applications
- Quickly Communicated with Vendors to Resolve Invoice and Quality Discrepancies
- Adhered to the company Quality Policy and Manual
- Reviewed and Approved Raw Material and Process Test Reports

EDUCATION

Bachelor of Science, Business Administration
Concentration: Marketing
Colorado State University

CSCMP Supply Chain Foundations: Procurement Professional Certificate