

# NICOLETTE A. KLEIN

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## **PURCHASING ▪ IMPORT/EXPORT COORDINATING ▪ ADMINISTRATION** **Versatile ~ Skilled in Negotiations ~ Team Leader ~ Goal-Oriented Problem-Solver**

Results-oriented, driven professional with 25+ years' experience in **purchasing and inventory control** in variable industries. Recognized for being a **skillful negotiator** with pricing in the food industry and **improving inventory management practices** to ensure accuracy and operational efficiency. Flexible and reliable team player with a diverse skill set and **keen talent for managing multiple tasks and project deadlines**. Hazmat certified for air, sea, and ground transportation as import/export coordinator. Seeking challenging position in purchasing that offers diverse responsibilities and growth potential.

### **Areas of Expertise:**

Purchasing | Fine Ingredients | Flavors | Import/Export | Coordinating | Transportation | Team Collaboration | Project Management | Technical Issues | Staff Support | Product Sourcing | Price Negotiation | Decision-Making | Documents Gathering | Requirements | Suppliers | Business Analysis | Performance Revitalization | Policy Implementation | Budgeting | Inventory Control/Management | Data Entry | Administration | Parts Management | Shipping | Scheduling | Training & Development  
**Computer Applications:** MS Office – Word, Excel, Outlook | Oracle

### **◆ Professional Experience**

**BUYER/IMPORT & EXPORT COORDINATOR** – Frutarom, North Bergen, NJ 2007 – 2015

Hired as Buyer for North Bergen's flavor division of global flavor house and producer of fine ingredients; managing purchasing for flavor and non-inventory supplies and services for lab, warehouse, and maintenance services. Flavor production relocated to Cincinnati facility in 2013; continued purchasing non-inventory and assisted in buying for fine ingredient division. Managed Import/Export Coordinator role in October 2014.

- Successfully **acquired Hazmat certification** for air, sea, and ground transportation; gained experience in the area of imports and exports.
- Assisted with procedures to achieve **Quality ISO 9001:2000 Certification**.
- Contributed in **2008's six-month Oracle Implementation Project**. Selected as one of their **Oracle Super Users in Purchasing**. Interfaced with Oracle consultants to develop software and reports to meet goals.
- **Developed instructions and trained personnel on purchasing responsibilities** within **Oracle** system.
- Effective in consolidating requirements for common products among US sites for optimum pricing. Resourcefully **gathered information for Raw Material Harmonization Project**.
- Sourced, negotiated, and obtained documentation for new/existing products for Research & Development and Production. **Reduced cost; simplified safety purchases by designating 1 supplier**.
- Acted **as supporter and liaison for co-workers from US sites** in New Jersey, Georgia, Ohio, and California with Oracle issues and training. Leveraged troubleshooting skills to meet technical needs.
- Effectively **transferred data required for Flavor Division relocation to Cincinnati**. **Trained buyers in Oracle system**; aided in troubleshooting issues.
- **Completed projects** such as extending payments and obtaining relevant specifications for quality assurance. **Sourced alternate vendors** for raw materials and non-inventory items. Assisted buyers for US sites when required. Created and analyzed Excel spreadsheets for strategic decision making.

**BUYER** – Industrial Parts & Equipment, Hackensack, NJ 2000 – 2007  
Sourced products domestically and internationally for mining and aluminum industries in Brazil.

- Reviewed technical specifications with manufacturers; presented product information on Pro-Formas to customers.
- Skillfully **negotiated with vendors** in order to offer competitive pricing and increase sales.

**JUNIOR BUYER** – Chicago Miniature Lamp Inc., Hackensack, NJ 1995 – 1998  
Purchased components and materials required in production and direct sales.

- Analyzed MRP reports to ensure component availability.
- Expedited material based on priority of production needs. Sourced vendors to obtain components.
- Implemented effective purchasing procedures to **achieve QS9000 qualification**.
- Coordinated with vendors to provide supplier surveys, samples, and documents.
- Identified and rectified discrepancies within purchasing system. Maintained updated volume discounts and specifications of components.

**PURCHASING AGENT/STOCKROOM SUPERVISOR** – Haagen-Dazs, Woodbridge, NJ 1992 – 1994  
Purchased machinery parts and supplies required for operation of ice cream manufacturing equipment.  
Oversaw budget of \$2m and supervised two direct reports.

- Implemented policies for efficiency of stockroom functions.
- Maintained budget for facilities and maintenance parts, supplies, and external services.
- Improved **inventory accuracy from 74% to 91%**, a 17% increase by converting to an effective bar-coding system. Performed weekly random cycle counts, ensuring **100% accuracy**.

**PARTS MANAGER** – Carle & Montanari, Hackensack, NJ 1989 – 1990  
Managed overall operations of ordering, shipping, and invoicing parts for multi-million dollar international manufacturer of cocoa, chocolate, and confectionary machinery. Maintained inventory of 2,800 part types.

- Asserted initiative in implementing computerized system, transferring information from a manual system to a computerized one, thereby resulting in **100% efficiency**.
- Improved efficiency by restructuring stockroom in order for parts to correspond to respective equipment.

**INVENTORY COORDINATOR** – Component Remanufacturing Specialists, Ramsey, NJ 1987 – 1989  
Scheduled shipments of automobile transmission parts from overseas for factory production.

- Established inventory minimum and maximum quantities for 3000 parts based on transmission failure rates, forecasts, and lead times.
- **Trained new personnel** in all phases of parts department.

#### ◆ Education/Training

**Business Computer Processing Diploma** - Computer Processing Institute, Paramus  
**United States Air Force, Honorable Discharge**

~ President, Ambassador Court Condominium Association since May 2014

~ Oversee Maintenance & Property Management ~