

REBECCA MADORNA

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PROFESSIONAL SUMMARY

With a strong background in Purchasing I have become adept at implementing strategies to ensure customer and company satisfaction. Through communication, organization and strong problem solving skills my career has been defined by exceeding expectations. With a proven track record of building successful relationships with vendors and internal stakeholders, I am confident that I can utilize my experience to contribute to an organizations overall success. My personal mission is simple; help others while being a trusted partner. As a team member, you will see a very positive attitude that is highly contagious

SKILLS

- SAP
- Microsoft Office
- Inventory Analysis
- Process Improvement
- Document Control
- Strong Vendor Relationship Management
- Negotiation
- Critical Thinking
- Leadership
- Communication

WORK HISTORY

04/2022 to Current

Buyer Supervisor

Old World Industries – Northbrook, IL

- Managed procurement and deliveries of materials, supplies and equipment.
- Managed Buyers by ensuring training, coaching and availability of right processes as well as tools to perform their duties. .
- Developed, implemented and managed operational goals and monitored achievements of performance and profit objectives. through KPI's.
- Support Sourcing Managers with commodity strategy.
- Work close with Sourcing Managers to identify and execute cost savings initiatives.
- Managed procurement and deliveries of materials, supplies and equipment

10/2019 to 04/2022

Buyer II

Old World Industries – Northbrook, IL

- Communicated with vendors regarding inventory needs.
- Computed and created purchase orders in SAP to monitor stock levels, verify purchase requisitions and expedite orders.
- Tracked inventory shipments and prepared spreadsheets detailing item information.
- Maintained complete documentation and records of all purchasing activities.
- Analyzed inventory usage and assessed trends to provide maximum coverage for each time period.
- Supported A/P process for ontime payment to suppliers.

10/2017 to 02/2019 **Purchasing Supervisor**

Sports Awards – Chicago, IL

- Managed Buyers by ensuring training, coaching and availability of the right processes as well as tools to perform their duties.
- Sourced vendors, built relationships and negotiated prices.
- Purchased new products and oversaw inventory stocking and availability.
- Coordinated paperwork, updated spreadsheets and maintained permanent records.
- Performed monthly reconciliation of open purchasing orders.
- Implemented policies to reduce cost and eliminate waste.
- Worked with clients to resolve claim issues quickly and efficiently.
- Wrote standard operating procedures for department.

07/2012 to 10/2016 **Demand Planner**

ZF Group – Pleasant Prairie, WI

- Examine documents, materials, or products and monitor work processes to assess completeness, accuracy, and conformance to standards and specifications.
- Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, or engineering. .
- Confer with establishment personnel, vendors, or customers to coordinate production or shipping activities and to resolve complaints or eliminate delays
- Arrange for delivery, assembly, or distribution of supplies or parts to expedite flow of materials and meet production schedules.

01/2006 to 07/2012 **MRO Purchaser/ISO Coordinator**

Laserage Technology Corporation – Waukegan, IL

- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or

services and determine corrective action.

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Formulate policies and procedures for bid proposals and procurement of goods and services.