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Dear Hiring Manager:

I am writing to express my interest in the Purchasing Assistant position posted on indeed.com. As, I have over 5 years experience in a similar capacity, I am confident that I would be an asset to the company.

I am currently employed with Radtec Engineering, here in Broomfield, CO. Radtec is a leader in Doppler Radar Systems. I have the vital role of being the sole buyer for the organization. I have been able to implement many practices to improve overall company efficiencies and have single handedly reduced cost by over \$50,000 in my time with them. While the position has proven to be both stimulating and rewarding, they do not have the financial means to bring me on as a full-time employee, which is the role I am currently seeking.

I also have prior experience working as a contractor in procurement with Lockheed Martin and was employed with other well-respected companies such as Corporate Express, known today as Staples, Inc. I bring with me extensive product knowledge with an emphasis in the technology industry, strong procurement fundamentals and the ability to quickly learn in and adapt to new environments.

Attached please find my resume for your review. I would welcome the opportunity to meet with you in person to discuss a position with the organization. I will call you next week to ensure receipt of my materials. Meanwhile, if you would like to speak with me regarding the prospect of my joining the company, feel free to contact me anytime.

Thank you in advance for your consideration.

Kind regards,

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Objective:

To obtain a position in the procurement field which will implement my exceptional product knowledge and negotiation skills. Major strengths in verbal and written communication, organizational detail and problem solving. An energetic, innovative individual, who takes a proactive approach, is customer focused, able to work independently and produces results.

Summary of Qualifications:

- 5+ years working in the supply chain industry
- Major strengths in verbal and written communication, organizational detail and problem solving
- Exceptional product knowledge
- Highly skilled in strategic planning to procure merchandise
- Hands-on experience with negotiating fair prices and high-quality products
- Strong knowledge of material requirements planning (MRP)

Selected Accomplishments

- Negotiated price and supplier terms which reduced cost by \$50,000+ within 6 months
- Process improvement within the production department which increased efficiencies and reduced overhead cost.
- Improved the accuracy of budget forecasts and reporting within organization
- Acquired rare and difficult to find items with standard pricing
- Strong purchasing fundamentals (FAR, DFAR, ITAR, and ISO)

Professional Experience:

Radtec Engineering, Inc. – Broomfield, CO Sole Buyer

Sept 2013 to Present

- Implement an entirely new procurement process based off inventory standings and planning requirements to meet deadlines and reduce cost.
- Select products and research markets to find the lowest priced supplier without jeopardizing quality.
- Play a key role in planning as well as analyzing Bills of Materials (BOMs) along side of engineering to minimize potential profit losses.
- Send weekly reports to management including part status updates, new financial requirements and cost savings.
- Establish and maintained new relationships with suppliers for materials which were previously sole-sourced.
- Build strong relationships with engineering, accounting as well as production planning to ensure well-functioning, cohesive team.
- Implement a strong record keeping standard as well as document control to safeguard the business.

Rampart Technologies – Louisville, CO

July 2011 to Present

Director of Supply Chain also serving as Office Manager

- Create and maintain procurement processes and systems for startup company.
- Responsible for all material and equipment needs for R&D projects.
- Able to create, strengthen and maintain vendor relations through outstanding communication and negotiation skills.
- Seat on the Board of Directors where responsibilities include; governing the organization through establishing board policies and objectives, ensuring the availability of adequate financial resources.
- Help establish a financial model as well as an executive summary to seek both angel investor and venture capital funding.
- Bookkeeping, tax preparation and planning through Quickbooks.

**Lockheed Martin Coherent Technologies – Louisville, CO
Procurement Representative II**

August 2007- February 2008

- Purchased components for laser radar technology programs, for the US government, commercial, and internal research and development customers.
- Procured material in accordance with government required FAR (Federal Acquisitions Regulations), DFAR (Defense Federal Acquisition Regulation), ISO (International Organization for Standardization) as well as Lockheed Martin's policies and practices (LMAP)
- Manage competitive bids for custom mechanical, optical and electrical components as well as COTS (off the shelf) parts.
- Negotiated prices, recommended suppliers based on availability and quality of the requested material.
- Confirmed delivery dates and expedited orders as needed to ensure on time deliveries and prevention of program delays.
- Attended program meetings and provided internal customers with program status updates.
- Executed Critical Path Procurements, promising a 24-hour turn around when feasible, essential to preventing delays to meeting program deadlines
- Conducted an internal customer survey, identifying areas of improvement within the procurement department

**Corporate Express - Broomfield, CO
Non-Stock Buyer II**

**August 2004 – April 2007
June 2006 – April 2007**

- Identified and secured sources of supply for customer requested non-stock special items requiring specialized knowledge
- Negotiated favorable supplier pricing including discounts for large order quantities where losses occurring through error in judgment would seriously impact operations. Identified source, obtained best price and delivery schedule without pre-established guidelines.
- Placed orders and expedited open purchase orders to ensure timely delivery.
- Made recommendations for products that could be moved from non-stock to stock; based on order frequency and volume.
- Communicated unobtainable products and items with supporting information to customer care and sales personnel.
- Resolved pricing discrepancies on vendor invoices as compared to quote.
- Established and maintained a centralized library of vendor product and pricing literature for use by the purchasing department.
- Interacted with manufacturers, suppliers, and distributors. Internally interacted with customer care specialists, sales, purchasing team, merchandising, division and corporate personnel.

Product Sourcing Specialist

September 2005 – June 2006

- Maintained queues containing non-stock items for assigned divisions by identifying the proper vendor.
- Managed pricing, minimum order quantities, vendor minimums, lead times, and availability.
- Assured timely completion of all orders.
- Communicated to division Customer Care any unavailable items including making recommendations for substitutions and quantity requirements.

Purchasing Assistant

August 2004 – September 2005

- Assured timely delivery of office supplies by monitoring and processing purchase orders.
- Researched backorders and delays.
- Communicated expected delivery dates and backorders with the Purchasing Team, Inventory Manager and Customer Care.
- Provided support to Buyers as needed.

Software:

MS Word, MS Excel, MS Outlook, MS Access, MS PowerPoint, SAP, Quickbooks, MRP, Invision, Costpoint, Oracle

Product Knowledge:

Custom Mechanical and Electronic and Optical Components, Raw Materials, Industrial Supplies, Medical Supplies, Office Supplies, Facilities Supplies, Machines/Electronics and Consumables