

Sarah Crowdes

Greeley, CO 80634

sarahcrowdes@gmail.com

+1 970 324 5093

Work Experience

Purchasing Assistant

PetDine, LLC - Greeley, CO

August 2020 to Present

- Conduct administrative and support activities to help keep the purchasing department running efficiently.
- Run daily/weekly/monthly reports for internal and external customers
- Help manage correspondence with customers regarding inventory issues of inbound materials.
- Check available inventory for upcoming production runs and notify the appropriate party of shortages.
- Data entry for production runs and ingredient software.
- Arrange for inbound freight of incoming materials.
- Help coordinate ingredient movement across locations.
- Assist in finding new ingredients for formulators.
- Investigate ingredient shortages and assist with end-of-month inventory counts.
- Work with production staff to resolve discrepancies and ensure smooth production flow.

Laboratory Technician - Media Prep

Warren Analytical Laboratory - Greeley, CO

September 2019 to August 2020

- Prepping and sterilizing the microbiology laboratory for daily use. Running QA tests before samples come in.
- Making all Media for lab use and submitting it for quality control. Documenting results daily.
- Managing inventory, packing, and shipping of media plates to customers.
- Take samples from customer's products for gram negative and gram positive testing using the correct dilutions.
- Cleaning the lab and all utensils between customer orders.
- Creating gel sheet paperwork to follow samples to all departments.

Service Coordinator

ClearBlu Environmental - Greeley, CO

October 2018 to September 2019

- Managed communications with customers, suppliers, and field service technicians regarding appointments.
- Read service tickets and coordinated with field service techs and purchasing coordinator to create estimates and schedule services.
- Scheduled technicians on a weekly basis based on predetermined routes.
- Received service calls from customers requesting immediate or scheduled services.
- Evaluated current schedule and added in emergency services based on location of technicians and their schedule.

- Prepared invoices for final approval by proofreading, checking for necessary criteria, and properly addressing issues and requests from customers.
- Sent out final invoices after approval from Director of Service Operations.
- Directed customer complaints and inquiries regarding invoices to manager.
- Connected customers with internal tech support.
- Reminded technicians of upcoming services or any service changes.
- Provided parts/service updates during the weekly service meeting.

Supply Chain Planner

Patterson Companies

February 2018 to October 2018

- Optimized inventory levels and fill rates across the Patterson distribution network to ensure service level targets were met.
- Established and maintained appropriate levels for target stock, safety stock, and surge stock using SAP and statistical inventory management tools.
- Utilized product forecasts and SAP models to communicate forecasts to vendors.
- Efficiently reduced lead times.
- Analyzed supply chain costs to maximize working capital. (Analyzed deals, promotions, forward buys, free goods, percentage invoice discounts, and more.)
- Assisted with process improvement efforts across all aspects of the supply chain.
- Managed overstock and obsolete processes for products. Identified and coordinated disposition, returns, and/or disposal of overstock.

Patterson Companies - Greeley, CO

December 2016 to October 2018

Supply Chain Planner Specialist

Patterson Companies

December 2016 to February 2018

- Managed information on product availability, pricing, PO status, and cancellation of non-stock orders to support customer service department.
- Reviewed and responded to daily exception reports for assigned products including PO changes, past due PO's, back orders, and vendor product returns.
- Tracked undelivered shipments and determined appropriate action.
- Assisted supply chain team by managing their products' pricing changes, order policies, and inventory.

Administrative Assistant

Convergint Technologies - Centennial, CO

November 2015 to September 2016

- Purchased items required by project managers and the service department after sourcing from approved vendors.
- Tracked all orders through the vendors to ensure on-time delivery.
- Received and inventoried product. Staged product by job in designated project manager's area.
- Created RMAs for product repairs or product credit.
- Managed consignment inventory in-house and on company website.
- Kept warehouse clean and organized.
- Renewed business licenses, contractor licenses, and sales tax licenses.
- Completed COI's and MTO's on a daily basis.

- Booked travel for management team.
- Used Spectrum V14, Blue Beam, and Excel on a daily basis.
- Kept records of security access cards and security system licenses per customer.

Advanced Assembly

January 2015 to November 2015

- Created work instructions for departments and initiated training.
- Eliminated common mistakes made in SAP by establishing work flow charts with work instructions for troubleshooting.
- Logged all items that required troubleshooting by error type, department that issued complaint and department/individual who created error.

Purchasing Specialist February 2015 - November 2015

- Purchased all components according to special requirements per order and printed circuit boards to customer specifications.
- Prepared detailed quotes and special instructions for all purchases.
- Managed department email queue and completed all requests from other departments including change orders.
- Compiled data and entered into templates for transfer into SAP.
- Tracked and confirmed all orders. Relayed updates to necessary departments.
- Created purchase orders for time-sensitive components including necessary files and quotes.
- Created receipts for invoicing to assist accounting needs.
- Managed communications with outsourced assembly house.
- Organized weekly merchandise returns to vendors.
- Created weekly reports for supervisor and monthly reports for accounting.

Sourcing Specialist

Advanced Assembly

August 2014 to February 2015

- Created quotes for all bids including ITAR. Revised data to transfer into SAP.
- Data entry for bill of materials and vendors.
- Researched vendor websites and spoke with vendor technicians.
- Cultivated relationships with brokers and vendors.
- Created exception reports noting discrepancies on lead times, stock level, minimum quantity purchases, and alternative product options.
- Managed email queue of time stamped priority quotes while handling individual requests from all departments.
- Worked with coworker's onsite and in India to eliminate discrepancies for SAP.
- Requested samples on behalf of multiple departments.

Receiving Inventory Lead

Advanced Assembly

October 2011 to August 2014

- Developed department program to keep data on all items received prior to allocation.
- Managed department email queue.
- Located packing slips for loss prevention.
- Created instructions for first builds and any builds that followed.
- Reported discrepancies and resolved issues between engineers and customers.
- Received materials from vendors and clients and created kits with proper labeling and documentation.

- Trained coworkers on correcting errors and preventing delays; trained new hires.
- Controlled all rework and RMA assemblies received from receipt to release to production.
- Created a receiving station for all items that were pending order entry. Tracked daily and updated team with monthly reports.

Education

Mesa State College (Colorado Mesa University) - Grand Junction, CO

2003

Diploma

Colorado High School - Greeley, CO

2001

Skills

- Sourcing
- Supply Chain
- Microbiology
- Purchasing