
K SCOTT POSSON

Schenectady, New York 12303
518-256-0404
kscottposson@inbox.com

SUMMARY

Ambitious and results-oriented Manager with over twenty years of experience creating strategic alliances with vendors to effectively align with and support key business initiatives. Progress-driven planner adept at building and retaining high-performing teams. Leverages effective daily production planning, budgeting and resource management to reach operational objectives.

SKILLS

- Professional Communications
- Cost Analysis and Savings
- Price Negotiations
- Purchasing and Planning
- Supplier Relations
- Inventory Management
- Key Process Improvements
- Manufacturing Quality Oversight
- Operations Oversight
- Project Management
- Problem Resolution
- Operational Improvements
- Quality Assurance Standards
- Logistics Coordination
- Lean Manufacturing Processes
- Advanced Software Knowledge

EXPERIENCE

BENCHMARK PRINTING, INC. Schenectady, New York

Director of Procurement; Sr. Vice President of Operations; Production Planner- *10/2000-3/2020*

- Facilitated efficient purchasing and resource availability through monitoring and oversight of all company inventory
- Determined recurring business needs and maintained necessary inventory levels
- Sourced new vendors for purchasing needs
- Obtained quotes from various suppliers to determine most cost-effective purchasing options
- Implemented robust inspection policies to check quality of all incoming products
- Managed purchases, receipts and documentation of finished goods, materials, paper, packaging and other supplies used in product manufacturing
- Worked in a diverse dynamic culture, supervising: Salespeople, Managers, Union and Non-Union employees
- Increased racial, cultural, different diversity type awareness, knowledge, and communication
- Helped to prevent civil rights violations, increasing the inclusion of different identity groups, promoting better teamwork, and other benefits of an inclusive environment
- Created a positive work environment by helping employees recognize and be tolerant of differences among co-workers

CONTINUING EDUCATION

- Global Procurement & Sourcing Specialization: Procurement & Sourcing; Negotiation; Strategic Procurement & Sourcing Conclusions; Supply Market Analysis; Strategic Sourcing; Supply Chain Analytics; and Supplier Management- Rutgers the State University of New Jersey
- Excel Skills For Business: Essentials- Macquarie University, Sydney, Australia
- Troubleshooting and Maintaining Macintosh; presented by Denise Dudley, PNP- Graceland College, Mission, Kansas
- The Secrets Of Power Negotiating, Power Negotiating Workshop- Presented by Roger Dawson
- Breakthrough to Ideas, and Power Think: Achieving Your Goals Through Mental Rehearsal- Presented by Dr. Roger L. Firestien, Director of the Center for Studies in Creativity, State University College at Buffalo, New York
- Writing for Impact- Motivational Systems Orange, New Jersey