

EXPERIENCE**Supply Technologies | Buyer/Planner**

Apr 2017– Present

- Optimize inventory level across multiple distribution centers and achieve customer on time delivery goals
- Issue purchase orders and work orders in support of distribution plans and customer requirements
- Work directly with assigned suppliers to obtain delivery and availability information
- Review site-level demand forecasts by SKU and work with forecast analyst to ensure forecast accuracy
- Maintain accurate system data, such as bills of material, purchase costs, lead times
- Resolve supplier invoice discrepancies and coordinate disposition of non-conforming material
- Avercast Forecasting
- Microsoft Office
- Data Analysis

Flambeau, Inc. | Supply Planner

May 2016 – Oct 2016

Purchasing

- Place 30-plus purchase orders per month from distributors in China for production material, product samples, new tooling, and freight costs
- Coordinate with a vendor relations team to place orders with international vendors
- Review vendor contract terms to ensure product orders met contract requirements
- Communicate with Chinese distributors for air and less than container load (LCL) quotes
- Communicate shipment and production timelines with sales staff

Finance and Expense Cost Reconciliation

- Update cost of raw goods in the company's accounting and ordering system for expense tracking purposes
- Calculate the landed cost of purchased items
- Reconcile cost of raw materials with actual received shipment quantities
- Troubleshoot with staff at other plants to reconcile receivable shipments and track parts
- Forecast Pro+
- Microsoft Office
- Data Analysis

BrassCraft Manufacturing Company, Cobra Products Division | Accounting Intern June 2013 – Aug 2013*Project Implementation*

- Implemented and tested a system to track actual employee hours at each stage of the production process
- Assessed and updated system defaults throughout implementation

Forecasting

- Gathered production and employee data to assist the controller in forecasting the 2014 Budget
- Gathered historical data on power tool returns for establishing future required warranty reserve baselines

Inventory Reconciliation

- Performed analysis to reconcile inventory and accounts payable
- Investigated historical inventory data to assess and find a depreciation system error
- JD Edwards ERP System
- Kronos Timekeeping System

EDUCATION**The University of Akron, College of Business Administration**

2014- 2016

Master of Business Administration, *Logistics and Supply Chain Management* GPA 3.64**Elon University, Martha and Spencer Love School of Business**

2010- 2014

Bachelor of Science in Business Administration, *Finance Major, Accounting Minor* GPA 3.53