

# SPENSER HIRES

## **Procurement Inventory Management**

Collingdale, PA 19023

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+1 267 428 9386

- Efficient Procurement Officer with 15 yrs of inventory management experience
- Consistently uses negotiation ability to obtain favorable inventory positions
- First rate analytical skills of inventory data, it's logging and applications
- Implements data research, global market awareness to forecast business vitality
- Thinks ahead to achieve goals and objectives, of departmental strategies

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Plumber's Assistant**

Boyd's Plumbing and Drain Cleaning - Philadelphia, PA

June 2020 to Present

Provided assistance in repair and installation of plumbing residential and commercial work orders

Installed kitchen and bathroom facets, toilets, urinals, shower hardware

Removed, repaired and installed gas & water service lines, shut off valves and water heaters

Installed, repaired and cleared drain pipes for Main drain, sink, toilet and tub drains

### **Purchasing Agent**

alphabroder - Neshaminy, PA

September 2011 to August 2019

Procurement: Placed reoccurring orders of 26 million in inventory turning 6-8 annually

RFP & RFQ: Negotiated price, terms, lead times and product specs for inventory needs

Reports: maintained inventory, sales, overstock and logistical reports, daily, monthly

Data analysis: Regularly adjust forecast, based on sales data and marketing objectives

Forecast: created forecast to obtain desirable inventory levels and reduce overstock

Technical: FTP site strategic review, troubleshooting for functional EDI file solutions

Product Knowledge: Learn product features, Proof marketing ads and Catalog copies

### **Procurement Officer**

WTD Supply Brooklyn

May 2004 to March 2011

Managed 7.5 Million annually of automotive and industrial goods

Negotiated purchase terms and prices, to lower cost and increase payment timeline

Maintained inventory goals to comply with marketing schedule

Increased sells by 20% of targeted products by marketing complementary goods

Exceeded quarterly objectives to obtain volume generated, year end, vendor rebates

Integrated shipping weights & girth into selling price to reduce freight cost losses

Trained sales & customer service team on products' selling features.

## Education

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### **Bachelors in Applied Economics and English Lit**

Florida State University - Tallahassee, FL

August 2000

## Skills

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- Contract negotiation
- Purchasing
- Procurement management
- AS400
- Materials management
- ERP systems

## Certifications and Licenses

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### **Lean Six Sigma Green Belt**

June 2017 to Present

Lean Six Sigma is the study of trouble shooting administrative and physical systems to make them run more efficiently