

## Summary

Excellent communicator, results driven with strong attention to detail and advanced problem-solving skills. In-depth knowledge of supply chain and budgeting processes with extensive experience in import merchandise planning, purchasing and production planning.

## Experience

### OCT 2023 – FEB 2024 ABC Technologies

Gallatin, TN

*Material Planner/Buyer:*

- Responsible for material planning and weekly releases to meet production goals while maintaining designated inventory levels
- Converted purchase requisitions into blanket purchase orders and sent to suppliers
- Maintained blanket purchase order price changes
- Tracked incoming shipments from suppliers as needed
- Managed supplier relationships to ensure timely deliveries and correct packing lists
- Worked closely with domestic and import logistics companies on timely deliveries and expedites



### OCT 2022 – OCT 2023 Martinrea Automotive Structures

Springfield, TN

*Direct Buyer, DEC 2022 - CURRENT:*

- Sent RFQs for plant services and repairs
- Reported repair request for services (i.e. forklift and floor scrubber maintenance)
- Purchase Order management for all required plant services
- Created and maintained vendor records and item pricing, maintained purchasing relationship with vendors
- Backup Indirect/MRO buyer for production support

*Material Planner, OCT 2022 – DEC 2022:*

- Responsible for planning the weekly release of steel shipment from MISA and Steel Tech, to support production requirements
- Developed tracking method to monitor weekly steel shipments.



### SEP 2019 – FEB 2022 Columbus McKinnon

LaVergne, TN

*Senior Buyer:* Create forecast and purchasing matrix of import product for \$30MM hoist and accessory category. Maintain international working relationships to include vendors in Canada, China, Japan, Germany, England, Mexico, and India, developing strategic inventory plan to maximize gross profits and inventory returns.

- Key player in seamless operation of CMBIS (Oracle based) for the US and SAP for Canada
- Successfully accomplished the Canada Top 50 safety stock project, keeping 3-4 months inventory on hand of Canada's top 50 selling items
- Worked with production planning and warehouse replenishment team to ensure daily production goals are met
- Worked with Sales and Marketing teams to provide product for Channel partners as well as new accounts
- Daily use of Excel for Materials and Production team's multiple Excel workbooks
- Led monthly calls with international teams for Purchase for Resale and Sales, and Inventory & Operations Planning
- Purchased all product for Columbus McKinnon's Canadian plants from the US facilities based on requisitions generated from sales orders and/or safety stock
- Purchased all product from Columbus McKinnon's China vendors direct to Canada, avoiding US tariffs
- Purchased 90% of all products from Columbus McKinnon's overseas vendors for the Nashville, TN location





- Submit requisitions and purchase all non-inventory products for the Nashville, TN and Santa Fe Springs, CA locations
- Assisted in invoice reconciliation and payment requests for non-inventory accounts

**\*SEP 2009 – AUG 2019 Metro Medical Supply/Cardinal Health Nashville, TN**

*Supervisor, Sourcing Management:* SEP 2018 – AUG 2019: Responsibility for production planning, placing orders, managing inventory and tracking container shipments of Metro's private label of various products and medical supplies from six overseas manufacturers

- Supervisory responsibility for inventory analysts procuring medical and surgical supplies
- Managed operational relationships between Metro and contract medical supplies manufacturers
- Achieved long lead-time planning, ordering and shipment tracking from manufacturers such as NxStage, B. Braun, and Nipro
- Ensured UDI packaging compliance for all Metro-Pacifica imported products
- Procured packaging supplies for Metro's largest selling pharmaceutical product

*Advisor, Strategic Sourcing:* JUN 2017 – SEP 2018:

- Managed contract amendments between Metro and brand pharma manufacturers.
- Onboarded multiple new brand pharma manufacturers (contract review, new vendor setup, new item setup, and inner company launch)

*Senior Analyst, Inventory Management:* JAN 2016 – JUN 2017

- Researched and converted over 60 stocked national brand medical products to a comparable/lower cost Cardinal Health branded item
- Prepared quarterly reports on sales of the Metro-Pacifica private label products to Metro's largest corporate accounts

*Buyer/Inventory Analyst:* SEP 2013 – JAN 2016:

- Developed and maintained monthly production planning/inventory management spreadsheets
- Procured medical, surgical, and pharmaceutical supplies for resale
- Responsible for multiple domestic vendors including Medisystems, Nipro, and First Quality

\*Moved to Moline, IL area due to spouse's relocation, Nov 2011 – Sep 2013

*Buyer/Import Specialist:* SEP 2009 – NOV 2011

- Procured medical, surgical, and pharmaceutical supplies for resale to hospitals, doctor offices, and clinics
- Responsibility for over 40 suppliers and manufacturers including Kimberly Clark, Becton Dickinson, and Covidien
- Managed inventory in multiple warehouses to support customer requirements, while maintaining set minimum and maximum inventory levels

**JUL 2004 - DEC 2008 DESA (closed 2008)**

**Bowling Green, KY**

*Materials Coordinator/Supervisor:* Requisitioned purchased parts, coordinated fabricated and painted parts production, and maintained accurate inventory levels to support daily production goals

- Worked with scheduling concerning material availability, alerted purchasing about material shortages, and advised production of any shortages and schedule changes
- Entered daily scrap tickets, inventory adjustments, and inventory transfers
- Supervised material support and receiving personnel

**Education**

Western Kentucky University, Bowling Green, KY

- B.A. Advertising; A.S. Business Administration

**Skills**

Microsoft Office, Inventory Management Applications/MRP Systems: SAP, CMBIS IBS, and AS400.