

Stephanie Andrews

Alto, MI 49302

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Work Experience

Maintenance Assistant/Buyer

Lacks Enterprises - Grand Rapids, MI

April 2019 to Present

Purchasing for Maintenance and all other departments for six buildings. Receiving product in and delivering to appropriate departments. Responsible for all forklifts and cranes, including repairs, PM's, and work orders. Negotiate pricing with vendors. Create PM's for all presses and other machinery.

Purchasing/Inventory Control Clerk

ABC Undercar Products Group - Wyoming, MI

September 2010 to April 2019

Purchasing for Maintenance and all other departments within company. Receive all product and put away, enter all pack slips into SAP. Create Purchase orders and all requisition. Responsible for over 10,000 parts in Maintenance Inventory System. Scheduling production in MRP.

Purchasing Assistant

Gilmore Furniture Inc. - Grand Rapids, MI

February 2002 to September 2010

Responsible for loading and unloading trucks with forklift. Receiving all incoming product and bringing to correct department. Ordering bunks of lumber, sanding products, paint, hardware for all departments. Scheduling production in MRP.

Education

High school diploma in General

Lee High School - Wyoming, MI

September 1984 to June 1987

Skills

- Microsoft Office
- Microsoft Word
- Microsoft Outlook
- SAP
- ERP
- MRP

- Purchasing (10+ years)
- Procurement
- Pricing
- Manufacturing
- Sourcing
- Computer Networking
- Negotiation
- Internal Audits
- Kanban
- Microsoft Excel
- ERP Systems
- QuickBooks (10+ years)
- Management Experience (10+ years)
- Administrative Experience
- Customer Service
- Lean manufacturing
- Logistics
- HR sourcing
- Production planning
- Shipping & receiving
- Data analytics
- Plastics injection molding
- Research
- Oracle
- Lean
- Supply Chain
- Production Management
- Accounting software
- Accounts payable
- 5S
- Team Management
- ISO 9001
- Visual Basic
- Inventory control
- Project Management
- Maintenance
- Accounting
- SharePoint
- SAS
- Office manager experience (10+ years)

Assessments

Sales: Influence & Negotiation — Proficient

May 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Hard working individual. Excellent attendance record and extremely punctual.