

# STEPHANIE MCARTHUR

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## PURCHASING / BUYER / INVENTORY CONTROL

- An accomplished business professional and decision maker with 20+ years of success driving cost savings and profitability by negotiating and managing over \$50,000 in vendor contracts and partnering with Sales & Marketing representatives and Vendors to coordinate the production of marketing / print communications / POP materials for 100+ products.
- Applied skills and experience managing multiple projects and competing priorities under continuous deadline pressure and managing critical Just-In-Time inventories in a wide range of complex, high volume / low margin / multiple product lines businesses including organic & natural foods, cabinetry production manufacturing and food packaging.
- Proven success identifying vendors, products and services with positive and effective people, leadership and communications skills with equal effectiveness leading and contributing in cross functional team based and individual assignments across all levels within an organization.

## Work Experience

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### **Denco Sales**

SOURCE FOR SIGN, SUPPLIES AND EQUIPMENT DISTRIBUTION - Denver, CO

January 2016 to December 2023

A wholesale distributor of supplies and equipment used by visual communications providers including sign manufacturers, digital printer & screen printers.

Colorado-based home office for 8 branches in the western region.

Buyer

- Purchase and managed all 8 branches for over 2000 + commodities
- Online entry of purchase orders
- Setting up new products in software system
- Updating pricing files
- Accounts Payable Assist
- Other duties as assigned

### **Buyer / Planner**

MASTER CRAFT CABINETS, INC. - Aurora, CO

January 2005 to December 2009

- Purchased and managed 2000+ commodities cabinet doors, drawer fronts, cabinet accessories
- Saved \$16,000 - Collaborated with vendors to identify unusable cabinet doors/drawer fronts.
- Coordinated multi-departmental inventory audit for \$450,000 of material
- Managed a just-in-time (JIT) inventory of other critical components and supplies and maintained the flow of components and supplies including minimum and maximum requirements to ensure no more was purchased and inventoried than was critical to maintain production and distribution.

## **Purchasing Manager**

NATURAL BALANCE - Castle Rock, CO

January 1995 to December 2004

- Researched the availability for packaging and marketing material
- Created strategy and advised leadership team on redesign and purchasing, which reduced manufacturing costs by 35%
- Purchased and managed \$1,500,000 of inventory
- Collaborated with multiple business units for new product marketing, execution and roll-out
- Reviewed and approved marketing materials
- Negotiated and managed over \$50,000 in vendor contracts
- Trained, mentored and managed one employee

## **(Closed) Purchasing Manager**

CURTICE BURNS MEAT SNACKS - Denver, CO

January 1984 to December 1994

- Led, trained and directed a team of 4 and procured and managed the purchase of \$4,000,000 of inventory in two facilities. Ensured USDA packaging compliance
- Saved \$143,000 - implemented brand re stage from raw material to packaging redesign.
- Partnered in 10+ enterprise-wide, multi-business unit corrugation projects in multiple facilities.

UNFI - Natural, Organic & Specialty Distribution Division - Aurora, CO

(restructuring)

The western-market / Colorado-based division of Rhode Island based United Natural

Foods, Inc. who distribute 22,000+ specialty food items and other non-food items to more than 9,000 retail locations including independent plus regional and national supermarket, mass merchandisers and chain drug stores, in 48 states.

This division was originally owned and operated as Rainbow Natural Foods prior to being acquired by UNFI. UNFI continues to acquire and expand leading to consolidation and restructuring of multiple positions across the USA.

Management Assistant: Purchasing / Supplier Relationships

- Key member of the division's purchasing department and principal assistant to the Manager of Supplier Relationships with key accountabilities for researching, interviewing, selecting and negotiating pricing with vendors including managing requisitions and purchase orders and approval and authorization procedures.
- Manage Sell Ad contracts - \$48,000 /yr. Direct and process 150+ product promotions per month.
- Advise and train suppliers and brokers on UNFI business standards, qualifications and processes.
- Provide data and analysis and interact and communicate among departments.
- Negotiate new item acceptance and set-up.
- Support the Controller and Accounts Payable staff to reconcile discrepancies, warranties and credits.

## Education

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### **Education**

University of Denver

### **accounting**

Front Range Community College

## **business**

Arapahoe community College

### Skills

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- Purchasing
- Computer skills
- Customer service
- MRP
- Sourcing
- Production planning
- Microsoft Office
- Organizational skills
- Event planning
- Events management
- Management
- Supply chain

### Certifications and Licenses

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#### **Driver's License**