

DONNA L. WHALEY

(303) 682-5310 ♦ jndwhaley@q.com

PURCHASING AGENT/BUYER

Dynamic, intuitive purchasing agent, successful multitasker who draws upon background in print production and comprehensive knowledge of scheduling, customer service, and estimating to make strategic purchasing decisions. Develops strong relationships with vendors and clients to ensure competitive pricing and repeat business. Liaises with all stakeholders to ensure logistics coordination, competitive material and quality product are end result.

AREAS OF EXPERTISE

MRP Inventory Planning & Purchasing (JD Edwards) • Written/Verbal Communication • Negotiations • Estimating • Planning • Quality Assurance • Cost Analysis • Vendor Relations • Project Management • Team Leadership • Process Improvement • Customer Service • Defining Project Objectives • Building Client Loyalty • Strategic Planning

PROFESSIONAL EXPERIENCE

EPS-DOUBLET, Denver, CO

Estimating and Purchasing, 2013 - Present

Pricing and purchasing of event promotions products for small and large events, custom displays, kiosk, banners, flags, table covers, stadium graphics, logo tents and canopies. Coordinate purchases of raw materials, outside services, offsite labor and equipment. Responsible for new vendor setup and compliance, issuing purchase orders, system receiving and resolving AP issues.

CAMBIUM LEARNING GROUP, Longmont, CO

Purchasing Manager, 2009-2012

Facilitated manufacturing of classroom curriculum products, including printed books, custom packaging, hardware, and software, by effectively managing team of three buyers with multi-million dollar annual budget. Simultaneously managed purchasing department day-to-day operations while positioning organization to obtain earnings goals by conducting strategic inventory and purchasing planning.

Key Accomplishments:

- Achieved significant cost savings in FY 2011 by developing strong relationships with core vendors and effectively negotiating pricing scales.

CAMBIUM LEARNING GROUP, Longmont, CO

Senior Purchasing Agent, 2004-2009

Supported organizational operations and ensured effective appropriation of purchasing budget by researching, planning, and negotiating material purchasing contracts with key vendors.

Vigilantly monitored vendor relations and communicated effectively with vendors to ensure seamless transition of goods and continued relationships that guaranteed competitive prices.

IBM INFOPRINT CENTER, Boulder, CO

Internal Print Project Coordinator, 2000-2003

Initiated and cultivated client relationships by collaborating with clients through all stages of digital print projects, from concept mockups to sales tracking, reporting, and accounting. Partnered with clients to review pricing, promoting transparency and integrity, and ensuring repeat business.

Key Accomplishments:

- Liaised with management by preparing weekly financial reports and submitting final end of quarter billings for financial analysis.
- Managed web-based CD fulfillment program, ensuring continued client satisfaction even in faceless, online environment.

ACCESS HEALTH, Broomfield, CO

Senior Purchasing Agent, 1998-2000

Ensured successful development of member communication packages for large health care providers by coordinating contract pricing, printing, and mailing of products, collaborating with account managers to create and review final kit mockups, and scheduling projects to meet deadlines and overseeing all vendor relations. Successfully managed all pricing responsibilities, including vendor price comparison and selection and inventory tracking. Maintained commitment to quality by executing and attending in and out-of-state press checks.

Key Accomplishments:

- Successfully completed projects by simultaneously coordinating complex scheduling, mailing and postage, vendors and pricing, and account management.

AMRION, Boulder, CO

Print Buyer, 1996-1998

Coordinated with in-house marketing and creative services to produce direct mail pieces and catalogs. Responsible for buying on all stages of project management, including reviewing specifications, writing RFQs, assigning inventory codes for system tracking, reviewing prices with project managers, issuing purchase orders, scheduling, attending press checks, and preparing final cost analysis.

EDUCATION

Islip High School, Islip, NY, Diploma