

# Yolanda Cortez

Loveland, CO 80538

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+1 970 619 0948

Metal injection molding 16 years

Manufacturing 28 years

Timing Systems 11 years

i Purchasing asst 12 years i Excellent records, organized  
i Multi task, quick learner i Data entry  
i MS Office, Internet, Outlook i Front office, multi phone lines  
i SyteLine i SBT Pro series

## Work Experience

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### **Buyer / Purchasing**

Colorado Time Systems - Loveland, CO

March 2009 to August 2020

Colorado

- Accurate data entry
- Shipping and Receiving
- Purchasing
- Files and records
- Maintains monthly Excel spread sheets
- Maintains reorder list for purchase daily

### **Inventory Control/ Warehouse Manager**

Inphase Technologies - Longmont, CO

July 2007 to January 2009

Accurate data entry.

- Issued parts as needed, receiving goods.
- Maintained files, organized, excellent records.
- Created spread sheets to track inventory.
- Managed 3 warehouses of inventory.
- Worked well others under pressure.

### **Purchasing Assistant- Buyer**

PCC- ADVANCED FORMING TECHNOLOGY - Longmont, CO

February 1990 to November 2006

Maintained an excellent record for cost reduction.

- Worked closely with vendors and customers on a daily basic.
- Assured all work instructions, procedures and policies were followed.
- Kept and organized all purchasing files and contracts.
- Worked closely with accounting, approved discrepancies on invoices.

- Maintained contracts with vendors, tracked visa spending and office supplies.
- Knowledge with shipping and receiving as well as tracking shipments.

Accurate, customer service focused worked with many customers and vendors. I maintained an excellent relationship with all customers and vendors to ensure satisfaction and loyalty. I possess strengths in working with others to ensure a timely, successful result; Skilled in e-mail, MS Word, MS Excel, Outlook and Internet; personable and professional.

## Skills

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- Manufacturing
- Purchasing
- Office Administration
- Plastics Injection Molding
- SyteLine
- buyer
- ERP Systems
- MRP
- Office Administration
- Supply Chain
- Forecasting
- Sourcing
- Pricing
- Product Development
- Kanban
- Negotiation