

Mr. Michael Jones

Gurnee, IL ☐ Phone: (224-656-2644) ☐ E-Mail: (michael6jones4@gmail.com)

PROFILE SUMMARY

Experienced Purchasing Manager who can effectively liaise between suppliers, manufacturers and internal departments to ensure purchasing metrics are met. Excellent track record building lasting relationships with both national and international suppliers, all while establishing cost saving culture company wide

- Demonstrated success in developing cost saving initiatives
- Proven problem-solving skills to mitigate purchasing errors
- Excellent written and oral communication skills

CORE COMPETENCIES

- Supplier Accounts
- Stock analysis reports
- Cost reduction
- Creating Purchase Orders

PROFESSIONAL EXPERIENCE

Senior Purchasing Manager, LSL Healthcare Inc. (Chicago, IL) 2015-Present

Responsibilities:

- Processing all paperwork relevant to the purchasing and receipt of goods
- Forecasting price trends and analyzing their impact to the business goals
- Monitoring and managing supplier performance
- Training and supervising junior buyers within the company
- Ensuring compliance to company Purchasing Guidelines and systems
- Maintaining and developing an approved suppliers list

Major Projects:

- Implementation of Misys Manufacturing system to the company, which allows LSL to improve inventory levels and reduced purchasing errors

Global Sourcing/Purchasing Manager, Medikmark Incorp. (Waukegan, IL) 2014-2017

Responsibilities:

- Responsible for purchasing products company wide
- Negotiated vendor prices
- Orders in excess of 500k
- Responsible for warehouse operations
- Sourcing medical supplies on a global basis

Expeditor (Waukegan, IL)

2000-2014

Responsibilities:

- Responsible for confirming receipt of Medline purchase orders.
- Followed up to ensure that orders have been met on required dates
- Verified products are not on backorder

Medical Reimbursements (Lincolnshire, IL)

1998-2000

Responsibilities:

- Responsible for handling customer questions involving medical coverage.
- Managed medical reimbursements.
- Enrolled participants in various medical coverage programs.

General Manager, Lil Champ Food Store (Jacksonville, FL)

1996-1998

Responsibilities:

- Responsible for 3-4 million dollar annual revenue.
- Inventory & Cash Control
- Handled profit and loss statements
- Responsible for Payroll
- Managed all employees training

First Line Supervisor (Sergeant), United States Army, 1983-1989

Responsibilities:

- Responsible for training seven to ten soldiers
- Maintained inventory levels exceeding five million
- Evaluated performance and training to ensure high performance levels

EDUCATION

North Chicago Community High School

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