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Objective: An interesting position with a growing company

Experience: West Virginia University Morgantown, WV 26505
Purchasing Agent 9-1-2003 to 8-21-2013

- Executed daily operations of inventory of parts and supplies.
- Was instrumental in daily maintenance of three warehouses, purchase of parts and equipment.
- Monitored and followed applicable laws and regulations.
- Purchased the highest quality merchandise at the lowest possible price and in correct amounts.
- Conferred with staff, users and vendors to discuss defective and unacceptable goods and services and determined corrective action.
- Successfully handled maintenance supplies..
- Structured and maintained a inventory database (TMA).
- Studied sales records and inventory levels of current stock to develop strategic purchasing programs that facilitated employee access to supplies.
- Researched and evaluated suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Prepared purchase orders and reviewed requisitions for goods and services.
- Arranged the payment of parts and supplies.
- Responded to written and telephone requests for parts and supplies.
- Reviewed catalogs, industry periodicals, directories, trade journals, and Internet sites, and consulted with other department personnel to locate necessary goods and services.
- Researched and recommended parts and supplies.
- Maintained and reviewed computerized and manual records of items purchased, costs, delivery, product performance and inventories.
- Represented West Virginia University Facilities Warehouse to suppliers and vendors.
- Maintained a working technical knowledge of the goods and services to be purchased.

Tele Tech Morgantown, WV 26505
Reporting Specialist 6/2000 to 6/2003

- Produced hourly reports of team productivity.

- Reported productivity to outsourcing corporation for review.
- Trained new employees in software programs.
- Provide support to outsource agency technicians.

Education: White School
GED

Fairmont, WV
1993

Additional Training:

Proficient in Microsoft Word, Microsoft Office and Microsoft Outlook programs.

References: Available upon request