

NOAH WILLIAMS

Buying Assistant

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PROFESSIONAL SUMMARY

Accomplished Buying Assistant with 10 years of extensive experience in procurement and inventory management. Expertise in data-driven purchasing strategies, vendor negotiations, and inventory optimization to enhance profitability. Committed to fostering strong supplier relationships and streamlining operations for superior efficiency. Ready to leverage analytical skills for impactful contributions in a dynamic retail environment.

WORK EXPERIENCE

Buying Assistant

Pineapple Enterprises

📅 Jun / 2018-Ongoing

📍 Santa Monica, CA

1. Resolved vendor issues, enhancing efficiency by establishing clear procurement policies and guidelines.
2. Assisted management in the production process of men's shirts for major clients, ensuring quality and timeliness.
3. Monitored inventory levels and sourced raw materials from reliable suppliers to maintain production schedules.
4. Managed procurement of materials from both domestic and international suppliers to fulfill production needs.
5. Communicated effectively with buyers regarding changes in purchase orders and maintained accurate records.
6. Oversaw replenishment and reorders, ensuring optimal stock levels and timely vendor returns.
7. Provided detailed Work In Progress reports using Excel to track production status and delivery schedules.

Buying Assistant

Silver Lake Enterprises

📅 Jun / 2015-Jun / 2018

📍 Seattle, WA

1. Conducted market analysis to identify trends and inform purchasing decisions, enhancing product assortment.
2. Collaborated with cross-functional teams to align purchasing strategies with overall business objectives.
3. Implemented inventory management systems to optimize stock levels and reduce holding costs.
4. Negotiated contracts with suppliers to secure favorable terms and pricing, improving profit margins.
5. Prepared and presented procurement reports to stakeholders, highlighting performance metrics and opportunities for improvement.

EDUCATION

Bachelor of Business Administration

University of Retail Management

📅 Jun / 2012-Jun / 2015

📍 Phoenix, AZ

Focused on supply chain management and procurement strategies.

SKILLS

Proficient in PC and Mac OS

Purchase Order Management

Cost Analysis

Trend Forecasting

ACHIEVEMENTS

- 🌟 Streamlined procurement processes, achieving a 15% reduction in costs through effective vendor negotiations.
- 🌟 Increased inventory turnover rates by 25% by implementing data-driven purchasing strategies.