



HARPER LEWIS

Purchasing Specialist

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PROFESSIONAL SUMMARY

Accomplished Purchasing Specialist with 7 years of expertise in procurement and supply chain management. Proficient in negotiating favorable terms, optimizing vendor relationships, and driving cost-reduction initiatives. Demonstrated success in analyzing market dynamics to enhance purchasing efficiency and support organizational objectives.

WORK EXPERIENCE

Purchasing Specialist May / 2021-Ongoing
Maple Leaf Consulting Toronto, ON

- 1. Created and maintained detailed spreadsheets for order management, sales data, and shipment tracking.
- 2. Assisted in verifying pricing and lead times, ensuring accurate order entry and effective vendor communication.
- 3. Oversaw operations of the Marmo Parts and Service office, optimizing workflow within corporate headquarters.
- 4. Managed schedules and procurement processes for both customers and suppliers, enhancing operational efficiency.
- 5. Trained team members on the Prelude order inventory system, improving overall departmental productivity.
- 6. Conducted accounting functions including accounts receivable and payable, ensuring financial accuracy.
- 7. Implemented an inventory control system that improved stock management for both non-stock and standard items.

Purchasing Specialist May / 2018-May / 2021
Crescent Moon Design Portland, OR

- 1. Maintained relationships with over 100 global vendors, ensuring competitive pricing and quality service.
- 2. Monitored and managed over 8,000 active SKUs using just-in-time inventory principles.
- 3. Utilized advanced data analysis tools to forecast sales trends and inform purchasing decisions.
- 4. Facilitated effective communication with international suppliers, leveraging knowledge of cultural differences.
- 5. Researched and adapted to changing trade policies to optimize supply chain operations from China.
- 6. Collaborated with Merchandisers to identify cost-effective vendors while maintaining product quality.

EDUCATION

Bachelor of Science in Business Administration May / 2015 - May / 2018
University of California Denver, CO
Focused on supply chain management and procurement strategies.

SKILLS



INTERESTS

Gaming Fashion
Film Technology

STRENGTHS

Fairness Flexibility
Forward-thinking Gratitude

LANGUAGES



ACHIEVEMENTS

- Reduced procurement costs by 15% through strategic vendor negotiations.
- Streamlined inventory management processes, resulting in a 20% decrease in excess stock.
- Improved vendor response times by implementing a new communication protocol.