



MIA TAYLOR

Lead Buyer

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PROFESSIONAL SUMMARY

Results-oriented Lead Buyer with 7 years of experience in strategic procurement and supplier management. Expertise in optimizing purchasing processes and achieving cost reductions while ensuring supplier compliance. Skilled in building strong vendor relationships and enhancing supply chain efficiency to drive business success.

WORK EXPERIENCE

Lead Buyer Mar / 2020-Ongoing
WidgetWorks Inc. Denver, CO

- 1. Oversaw procurement of high-value subcontract items, including Power Supplies and Circuit Card Assemblies, for advanced military systems.
- 2. Acted as a key liaison among Engineering, Quality, and Program Management teams to ensure alignment with supplier capabilities.
- 3. Negotiated multi-million dollar contracts, achieving significant cost savings while enhancing supplier performance.
- 4. Conducted thorough audits at supplier facilities in collaboration with Supplier Quality Management to ensure compliance with industry standards.
- 5. Facilitated timely change orders, demonstrating meticulous attention to detail and accuracy.
- 6. Ensured adherence to contract requirements and compliance with FAR, DFARS, and ISO 9001 standards.
- 7. Managed logistics and inventory of incoming materials, optimizing supply chain efficiency.

Lead Buyer Mar / 2018-Mar / 2020
Crescent Moon Design Portland, OR

- 1. Directed an annual budget of \$420 million in direct material purchases for drive train components using Oracle ERP.
- 2. Executed sourcing strategies for \$18 million in lab supplies and equipment, optimizing procurement processes.
- 3. Trained and developed staff on procurement best practices, enhancing team performance and product knowledge.
- 4. Maintained profitability by analyzing purchasing decisions and vendor performance metrics.
- 5. Engaged in negotiations with suppliers to secure the best terms and conditions for the organization.
- 6. Monitored inventory levels to ensure product availability while minimizing excess stock costs.

EDUCATION

Bachelor of Science in Business Administration Mar / 2016 - Mar / 2018
University of Michigan Phoenix, AZ
Focused on supply chain management and procurement strategies.

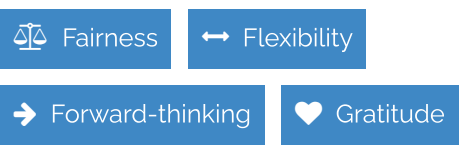
SKILLS



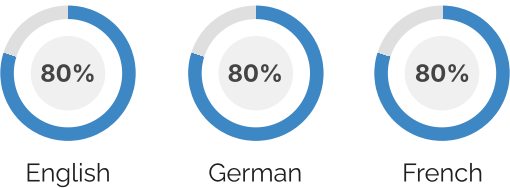
INTERESTS

- Gaming Fashion
- Film Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Achieved a 15% cost reduction on annual procurement spend through strategic negotiations and supplier evaluations.
- Streamlined procurement processes that resulted in a 30% reduction in lead times for critical components.