

# ROBERT SMITH

## Plant Buyer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Obtain a Plant Buyer position using my skills and expertise in entering orders, negotiations and problem solving to meet the company's goals and objectives. I am neat in appearance, organized and a dependable employee.

### CORE COMPETENCIES

Microsoft Word, Multitasking, Analyzing Skills.

### PROFESSIONAL EXPERIENCE

#### Plant Buyer

**ABC Corporation - April 2000 – 2005**

##### Key Deliverables:

- Verified receipt of items by comparing items received to items ordered, resolved shipments in error with suppliers.
- Authorized payment for purchases by forwarding receiving documentation.
- Executed indirect sourcing process for products and services according to commodity strategy to achieve target savings.
- Negotiated, evaluated, and managed vendor contracts including regular performance reviews with plants.
- Analyzed and negotiated purchasing savings initiatives.
- Led and supported indirect purchasing projects to improve purchasing efficiency including invoice plan in SAP, SAP implementations, and indirect purchasing shared service center business case.
- Conducted SAP and purchasing process training workshops.

#### Plant Buyer

**Delta Corporation - 1996 – 2000**

##### Key Deliverables:

- Supervise Maintenance Clerk Supervise janitorial services employees Procurement-responsible for the placement and management of purchase orders to .
- Assured release of purchase orders to vendors daily Supervised four forklift drivers and one receiving clerk Contacted vendors on price quotes and .
- Results driven and detail orientated Materials Planner with established skills in procurement and planning.
- Increased company revenue through proven ability to sustain highest possible demand satisfaction rate, mitigate risk to potential supply disruptions .
- Actively seeking employment opportunities with long term succession leading to management positions.
- Plant Buyer, Carlex Automotive Glass, Nashville, TN July 2014-Present - Planned, procured, and managed \$40,000,000 of component inventory on an .

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- Integrated supplier for the tool crib via a MIN/MAX and OPOQ system consisting of over 8000 parts Spot buys, all repairs and expediting Vendor .

### EDUCATION

- GED