



# NOAH WILLIAMS

Purchasing Administrator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Advanced Excel Skills



Mac OS Proficiency



Netsuite Procurement Management



Google Docs Proficiency



Google Sheets Analysis



## INTERESTS

📖 Birdwatching 🧳 Traveling

🏠 Sports Coaching 🧶 Knitting

## STRENGTHS

🔗 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

## LANGUAGES



English



Russian



Mandarin

## ACHIEVEMENTS

🌟 Achieved a 15% reduction in procurement costs through effective vendor negotiations.

🌟 Streamlined purchasing processes, reducing order processing time by 20%.

## PROFESSIONAL SUMMARY

Procurement specialist with 5 years of experience in purchasing administration, I have successfully streamlined processes and cultivated strong vendor relationships. My focus on strategic sourcing and cost management has resulted in measurable savings and improved operational efficiency. I am enthusiastic about leveraging my expertise to drive procurement success within a forward-thinking organization.

## WORK EXPERIENCE

Consolidated Purchasing Administrator

📅 Jan / 2022-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Oversaw the purchasing process for sf2-us, ensuring compliance with company policies.
2. Guided cost center managers in procurement processes, facilitating effective communication with the purchasing department.
3. Reviewed and managed contracts to ensure adherence to company policies.
4. Tracked and communicated the status of all purchase requisitions and orders.
5. Collaborated with purchasing buyers to resolve issues promptly.
6. Maintained policy documentation and communicated updates to staff.
7. Participated in purchasing meetings to enhance interdepartmental communication.

Legal Specialist

📅 Jan / 2020-Jan / 2022

Lakeside Apparel Co

📍 Chicago, IL

1. Coordinated with corporate counsel on general litigation matters.
2. Reviewed and summarized case documentation for legal proceedings.
3. Submitted purchasing requisitions for government project materials.
4. Assisted in gathering facts and documents for legal matters.
5. Performed research to support various legal practice areas.

## EDUCATION

Bachelor of Business Administration

📅 Jan / 2018-Jan / 2020

University of Commerce

📍 Denver, CO

Focused on supply chain management and procurement strategies.