



CHARLOTTE HARRIS

Purchasing Agent

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Strategic Purchasing Agent with over 10 years of extensive experience in procurement, vendor management, and supply chain optimization. Expert in negotiating contracts to achieve cost savings and enhance operational efficiency. Proven track record in fostering supplier relationships and ensuring compliance with procurement standards. Passionate about driving innovative solutions that align with corporate objectives.

WORK EXPERIENCE

Purchasing Agent

Quantum Solutions LLC

📅 Apr / 2019-Ongoing

📍 Phoenix, AZ

1. Managed annual procurement of IT equipment, ensuring compliance with corporate standards.
2. Negotiated corporate-wide contracts, optimizing pricing and service delivery.
3. Collaborated with IT departments to centralize purchasing processes for efficiency.
4. Monitored supplier performance using established metrics, driving continuous improvement.
5. Conducted spend analysis for various categories, identifying opportunities for cost savings.
6. Assisted in the implementation of corporate procurement policies and procedures.
7. Developed quarterly reports on cost savings and procurement metrics for executive review.

Assistant Forms/ Purchasing Coordinator

Summit Peak Industries

📅 Apr / 2015-Apr / 2019

📍 Denver, CO

1. Oversaw procurement of business cards and stationery, optimizing supplier selection.
2. Coordinated with internal departments to manage print requests and chargeback processes.
3. Maintained accurate documentation of all print specifications and order histories.
4. Collaborated with receiving teams to ensure accurate delivery and quality of goods.
5. Provided on-site support to external facilities, enhancing customer service and satisfaction.
6. Conducted regular audits of inventory and supplier compliance.

EDUCATION

Bachelor of Science in Business Administration

University of Michigan

📅 Apr / 2012 - Apr / 2015

📍 Chicago, IL

Focused on procurement and supply chain management principles.

SKILLS

Microsoft Office Suite

Data Management And Reporting

Advanced Excel For Data Analysis

Procurement Management Systems

Market Research

Purchase Order Processing

INTERESTS

🎧 Podcasts

🗣️ Language Learning

🎵 Dancing

🚴 Cycling

STRENGTHS

🔪 Intuition

👥 Leadership

🎧 Listening

👤 Mentorship

LANGUAGES



English



Swahili



Spanish

ACHIEVEMENTS

★ Achieved a 15% reduction in procurement costs through strategic vendor negotiations.

★ Implemented a supplier performance evaluation system, improving compliance by 30%.