



MASON WILSON

Purchasing Clerk

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PROFESSIONAL SUMMARY

Motivated Purchasing Clerk with 2 years of experience in procurement and supplier management. Skilled in processing purchase orders, maintaining inventory accuracy, and fostering strong vendor relationships. Known for driving efficiency and cost savings through effective communication and attention to detail, contributing to the overall success of purchasing operations.

WORK EXPERIENCE

Shipping And Purchasing Clerk

Pineapple Enterprises

📅 Jan / 2024-Ongoing

📍 Santa Monica, CA

1. Ensured timely completion of purchasing tasks to optimize freight rates and delivery timelines while maintaining positive vendor relationships.
2. Contributed to the company's supply chain initiatives, enhancing overall procurement efficiency.
3. Collaborated effectively with internal and external stakeholders to resolve inventory and order discrepancies promptly.
4. Managed daily purchasing activities, including blanket POs, sourcing rules, and process testing.
5. Coordinated with procurement management to drive ethical and efficient procurement practices.
6. Prepared, edited, and transmitted purchase orders to vendors using various communication methods, ensuring accuracy and follow-up.
7. Identified and reported errors, managing backorders and returns effectively.

Purchasing Clerk

Cactus Creek Solutions

📅 Jan / 2023-Jan / 2024

📍 Phoenix, AZ

1. Executed data entry and distribution of purchase orders and requisitions accurately.
2. Coordinated monthly spreadsheets for the Director of Purchasing, ensuring timely updates.
3. Assisted the Manager of Purchasing in daily operations and project tasks.
4. Supported Senior Operations Specialist with procurement-related tasks.
5. Updated automated systems daily to reflect accurate purchasing data.

EDUCATION

Associate of Applied Science in Business

Tech Community College

📅 Jan / 2022-Jan / 2023

📍 Phoenix, AZ

Focused on procurement and inventory management principles.

SKILLS

Proficient in Market Analysis



8

Inventory Management



10

Vendor Relations



7

Purchase Order Processing



10

Data Entry Skills



8

INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



French



Polish

ACHIEVEMENTS

★ Streamlined purchase order processing, reducing turnaround time by 20%.

★ Negotiated vendor contracts that resulted in a 15% cost savings.