



# SOPHIA BROWN

## Purchasing Coordinator

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### PROFESSIONAL SUMMARY

Accomplished Purchasing Coordinator with 7 years of experience in procurement and vendor management. Expertise in streamlining purchasing processes, negotiating contracts, and enhancing inventory control to maximize efficiency. Recognized for strong analytical skills and a commitment to fostering effective supplier relationships. Passionate about driving cost savings and operational excellence in a collaborative environment.

### WORK EXPERIENCE

#### Purchasing Coordinator

📅 Apr / 2020-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Coordinate and manage procurement activities, including vendor selection, pricing negotiations, and purchase order completion.
2. Act as the Oracle Super User for the purchasing module, providing training and support to team members.
3. Reconcile purchase orders and receipts while ensuring compliance with SOX regulations.
4. Collaborate with the Enterprise Financial Systems Team to resolve invoice payment discrepancies.
5. Oversee the administration of corporate credit card signing authorities, ensuring compliance and accuracy.
6. Recognized multiple times for outstanding customer service and dedication to procurement excellence.
7. Utilize problem-solving skills to identify and resolve procurement issues effectively.

#### Purchasing Coordinator

📅 Apr / 2018-Apr / 2020

Crescent Moon Design

📍 Portland, OR

1. Assisted in payroll processing and timekeeping for technical staff, utilizing Excel reports.
2. Supported HR department with administrative tasks and vendor coordination.
3. Managed security operations, including employee badge creation and security bill payments.
4. Facilitated vendor visits and addressed security concerns on campus.
5. Coordinated emergency response efforts and managed visitor access systems.
6. Generated weekly and monthly reports using Excel to track procurement metrics.

### EDUCATION

#### Bachelor of Science in Business Administration

📅 Apr / 2016 - Apr / 2018

University of Texas

📍 Phoenix, AZ

Focused on supply chain management and procurement strategies.

### SKILLS

#### Supplier Relationship Management



#### Cost Analysis



#### Negotiation Skills



#### Financial Acumen



#### Process Improvement



#### Problem Solving



### INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

### STRENGTHS

⚖️ Fairness

↔️ Flexibility

➡️ Forward-thinking

❤️ Gratitude

### LANGUAGES



English



French



Mandarin

### ACHIEVEMENTS

- ★ Reduced overall procurement costs by 15% through strategic vendor negotiations.
- ★ Successfully implemented a new inventory management system, improving accuracy by 25%.
- ★ Streamlined the purchasing process, reducing order processing time by 30%.