





🖈 Surfing

**INTERESTS** 













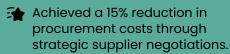
Martial Arts

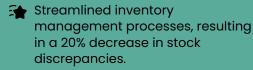
**English** 

Spanish

Mandarin

# ACHIEVEMENTS





# ALEXANDER SCOTT

## **Purchasing Coordinator**

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# PROFESSIONAL SUMMARY

A seasoned Purchasing Coordinator with a decade of expertise in procurement and supplier management. Proficient in optimizing purchasing strategies, negotiating contracts, and enhancing inventory controls for cost efficiency. Known for analytical problem-solving and fostering strong vendor partnerships. Ready to leverage my skills to drive operational excellence and support organizational goals.

## 🔛 WORK EXPERIENCE

## **Purchasing Coordinator**

# Apr / 2018-Ongoing

#### Maple Leaf Consulting

Toronto, ON

- 1. Review and validate incoming work orders to ensure accuracy, sourcing necessary materials while considering costs and shipping logistics.
- 2. Collaborate with Customer Service to resolve discrepancies in work orders, ensuring customer satisfaction.
- 3. Confirm purchase orders with vendors, verifying pricing and terms for compliance.
- 4. Maintain optimal stock levels of all materials utilized in production.
- 5. Inspect deliveries, cataloging components with accurate part numbers and job specifications.
- 6. Generate purchase orders for received items, verifying accuracy and updating the system accordingly.
- 7. Process parts orders from customers via phone and in-person requests efficiently.

# **Purchasing Coordinator**

m Apr / 2015-Apr / 2018

## Crescent Moon Design

**耳** Portland, OR

- 1. Manage the efficient shipping logistics of U.S.-based goods to Trinidad, ensuring cost-effectiveness and timeliness.
- 2. Oversee consolidation processes at freight forwarders for optimal loading and shipping to Trinidad.
- 3. Coordinate delivery schedules to guarantee timely arrival of products at their destinations.
- 4. Analyze cubic requirements for goods to optimize container space utilization.
- 5. Identify and evaluate new manufacturers based on product quality and delivery performance.
- 6. Research and source specialty product manufacturers to meet specific company needs.

# 🔼 EDUCATION

# Bachelor of Science in Supply Chain Management

Apr/ Apr/ 2015

### University of Chicago

₽ Phoenix, AZ

Focused on procurement strategies, supplier management, and logistics optimization.