



# ALEXANDER SCOTT

## Purchasing Coordinator

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🌐 www.qwikresume.com

### 💡 SKILLS

Budget Management



Sap Procurement Module



Logistics Coordination



Risk Assessment



Quality Assurance



Procurement Strategies



### 🎯 INTERESTS

- ★ Surfing
- 🌐 Martial Arts
- 👥 Community Service
- 📝 Blogging

### 👊 STRENGTHS

- ⌚ Patience
- 🏔️ Perseverance
- 📅 Planning
- ⚙️ Positivity

### 🗣️ LANGUAGES



### 🏆 ACHIEVEMENTS

- ★ Achieved a 15% reduction in procurement costs through strategic supplier negotiations.
- ★ Streamlined inventory management processes, resulting in a 20% decrease in stock discrepancies.

### 👤 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

📅 Apr / 2015-Apr / 2018

Crescent Moon Design

📍 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 / 2012 - Apr / 2015

University of Chicago

📍 Phoenix, AZ

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