

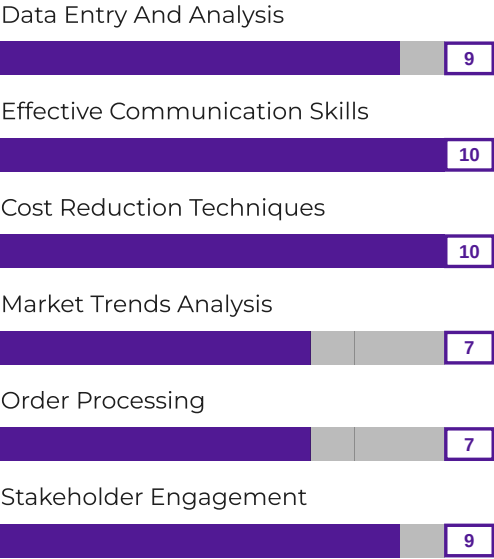


BENJAMIN LEE

Purchasing Expeditor Trainee

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📍 Los Angeles
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SKILLS



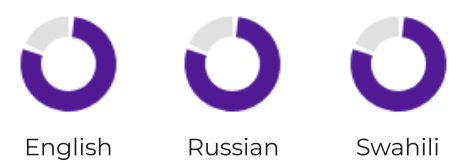
INTERESTS

📖 Birdwatching 🧳 Traveling
🏠 Sports Coaching 🧶 Knitting

STRENGTHS

🔗 Pragmatism 🍃 Sensitivity
💖 Sincerity 🚢 Stability

LANGUAGES



ACHIEVEMENTS

- 🌟 Achieved a 15% reduction in procurement costs through strategic supplier negotiations.
- 🌟 Streamlined order tracking processes, improving delivery timelines by 20%.

PROFESSIONAL SUMMARY

Aspiring Purchasing Expeditor Trainee with 2 years of experience in procurement and vendor management. Skilled in negotiating contracts and ensuring timely deliveries while optimizing processes for cost efficiency. Proficient in utilizing software tools to track orders and enhance interdepartmental communication, ready to contribute to supply chain excellence.

WORK EXPERIENCE

Purchasing Expeditor Trainee Feb / 2024-Ongoing
Seaside Innovations Santa Monica, CA

1. Sent quotes to various suppliers to secure competitive pricing and quality.
2. Maintained clear communication with vendors to ensure smooth operations.
3. Compiled and organized records of items purchased and inter-departmental transfers.
4. Negotiated pricing and managed supplier relationships effectively.
5. Tracked shipments and provided updates to relevant departments.
6. Assisted in the setup and maintenance of vendor logs, including contact details.
7. Obtained Conflict Minerals information from suppliers, reporting to OEMs.

Purchasing Expeditor Feb / 2023-Feb / 2024
Summit Peak Industries Denver, CO

1. Supported procurement for an American multinational company producing diverse products.
2. Achieved a 35% increase in supplier completion rates through effective communication.
3. Managed purchasing of raw materials for foodservice equipment, expediting orders and resolving discrepancies.
4. Utilized Microsoft Excel for daily tracking of orders and materials.
5. Handled procurement of electronic and mechanical components, ensuring timely delivery.
6. Collaborated with customers to find replacements for obsolete parts, expediting purchase orders.

EDUCATION

Bachelor of Science in Business Administration Feb / 2022 - Feb / 2023
University of Phoenix Portland, OR

Focused on supply chain management and procurement strategies.