

Objective

Seeking a Purchasing Intern position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

Skills

Customer Service, Microsoft, Telecommunications.

Work Experience

Purchasing Intern

ABC Corporation - February 2012 – August 2012

- Entered special orders with various vendors and their programs.
- Researched orders using Simontons program WSOE.
- Analyzed Received/Not Invoiced Reports monthly for each plant location for discrepancies.
- Presented findings and recommendations regarding the Received/Not Invoiced report to the Accounts Payable department and to Purchasing senior management.
- Contacted vendors regarding invoices with a past due to payment status via phone, email, and fax.
- Maintained detailed records of all communications with vendors utilizing spreadsheets and hard copies.
- Developed and provided training documents and instruction materials for replacement.

Purchasing Intern

Delta Corporation - 2009 – 2012

- Completed cross shipping analysis for upcoming vehicle refresh Worked cross functionally with several departments within the company Presented .
- Working on Purchasing Strategy project to identify new potential suppliers, Support New Product Projects (NPP) in a Project Analyst Role from a .
- at a \$85 Million Division Reviewed product and manufacturing capabilities of suppliers by making several visits to supplier locations Issued .
- Research and system input of material specifications and weight conversions for injection-molded plastics and steel commodities Input of three .
- Forecasted commodity prices for 2016 Participated in weekly discussions with a supplier to discuss ongoing production issues Visited with a metal .
- Managed purchasing orders to drop ship items and order inventory for the warehouse Utilized knowledge of market trends in the toy, game, and .
- Conducted cost savings analyses resulting in approximately \$20,000 in savings for the company Create and send purchase orders with a budget of \$25,.

Education

GED