

# EVELYN WHITE

## Purchasing Supervisor

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Dynamic Purchasing Supervisor with 10 years of experience in enhancing procurement strategies and managing supplier relationships across various industries. Proven track record in optimizing purchasing processes, achieving substantial cost savings, and ensuring compliance. Eager to apply my strategic sourcing expertise to drive operational excellence and contribute to organizational success.

### WORK EXPERIENCE

#### Purchasing Supervisor

📅 Feb / 2019-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Administered comprehensive purchasing processes and procedures to optimize procurement efficiency.
2. Supervised and guided a team of buyers, generating detailed departmental reports for management.
3. Collaborated in the recruitment and performance management of purchasing staff.
4. Crafted and distributed clear written instructions regarding purchasing systems and protocols.
5. Planned and controlled procurement of hardware and commodity materials, ensuring timely delivery.
6. Set strategic goals for buyers, organizing and scheduling their activities to meet departmental objectives.
7. Established measurable performance guidelines for buyers, effectively communicating and monitoring outcomes.

#### Purchasing Supervisor

📅 Feb / 2015-Feb / 2019

Cactus Creek Solutions

📍 Phoenix, AZ

1. Served as the primary decision-maker for all purchasing and inventory management operations.
2. Oversaw 50-70 vendor accounts, maintaining fill rate goals in a fast-paced environment.
3. Developed pricing strategies for large bills of materials and created comprehensive spending projections.
4. Acted as LEAN representative, enhancing purchasing efficiency for direct and indirect materials.
5. Managed the purchasing, inventory control, and receiving departments to ensure seamless operations.
6. Coordinated product availability for production, participating in weekly new product meetings.

### EDUCATION

#### Bachelor of Science in Business Administration

📅 Feb / 2012 - Feb / 2015

University of Michigan

📍 Phoenix, AZ

Focused on Supply Chain Management and Procurement.

### SKILLS

Microsoft Word



Microsoft Excel



Procurement Processes



Risk Assessment



Purchase Order Management



Compliance Knowledge



### INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

### STRENGTHS

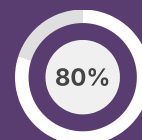
👛 Stewardship

👥 Teamwork

🔑 Tenacity

🔭 Vision

### LANGUAGES



English



Italian



Spanish

### ACHIEVEMENTS

★ Achieved a 15% reduction in procurement costs through strategic supplier negotiations and process improvements.

★ Streamlined inventory management processes, resulting in a 20% reduction in excess stock and improved turnover rates.