# Senior Purchasing Agent III

# ROBERT SMITH

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## Objective

Financial professional with more than 8 years of experience working in Pricing and Financial analysis. Proven track record in analyzing and interpreting large amounts of data, leading cross-functional teams to drive cost reduction initiatives, and enhancing profitability 10%. Successful in negotiating vendor pricing proposals and utilizing forecasting models to dramatically improve executive-level decision making.

## Skills

Negotiation, Accounts Payable And Large Scale Purchasing Methods.

## Work Experience

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**ABC Corporation** - 2009 – 2016

- Verified purchase requisitions by comparing items requested to master list and clarified unclear items.
- Forwarded available inventory items by verifying stock; scheduling delivery.
- Obtained purchased items by forwarding orders to suppliers; monitored and expediting orders.
- Kept information accessible by sorting and filing documents.
- Provided purchasing planning and control information by collecting analyzing and summarizing data and trends.
- Organized procurement records such as items purchased costs delivery product quality subcontractor performance and inventories.
- Produced and maintained buyout schedules; collected and analyzed bid proposals.

### Senior Purchasing Agent

**Delta Corporation** - 2009 – 2010

- July 2009-September 2014 Calculated monthly material requirements based on daily analysis of historical data, current inventory levels, and warehouse .
- Responsible for procurement of materials, goods, and services for three MARAD vessels in ROS service utilizing Federal Acquisition Regulations (FAR).
- As a third-party ship management company, assisted a commercial car carrier with monthly husbandry duties, i.e., stores, both perishable and deck/.
- Dependably planned, contracted, purchased, and expedited the sourcing of a comprehensive variety of commodities while building highly productive .
- Data Communications Company.
- Purchased inventory and department budgets in the paddlesports department for six retail locations Managed all staff in the paddlesports departments .
- Managed the procurement of all high technology equipment, software and peripherals to support domestic and international operations for 1058 .

## Education

High School Diploma In David Starr Jordan - (Los Angeles City College - Los Angeles, CA)

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