Robert Smith

Senior Purchasing Manager

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SUMMARY

Experienced corporate purchasing manager with excellent administrative, organizational and communication skills. seeking an opportunity to share the wealth of purchasing knowledge to better enhance and contribute to the company needs. Seeking to become a member of a team and contribute a hundred percent.

SKILLS

Management, Warehouse Management, Inventory Management.

WORK EXPERIENCE

Senior Purchasing Manager

ABC Corporation - January 1991 – November 2000

- Managed delivery and receipt of products daily.
- Maintained an average of 98% and above in state and Marriott inspections.
- Created and managed all purchase order requests.
- Reduced food cost from 27% to 24.3% year to date.
- Managed staff of 2 storeroom supervisors and 15 storeroom attendants.
- Handled all payroll and vacation issues.
- Negotiated and maintained all prices and updated pricing as per agreements or market trends.

Senior Purchasing Manager

Delta Corporation - 1989 – 1991

- Outside plant major and minor material order processing Construction and Engineering job maintenance tracking and corrections Non-stock material.
- Multiple Locations.
- Led the purchasing, materials management, and production scheduling organizations to include contract manufacturers and employees.
- Aligned and interconnected departments to maximize corporate capital efficiency.
- Responsible for planning and purchasing of $30 million of raw materials, packaging materials, and finished goods destined for major US and Canadian.
- Purchasing Entries Excel Outlook Web systems search (customers PO releases) Costumer Service (emails, phone calls, meetings) Document Control.
- Responsible for sourcing and procurement of all resale computer equipment and services.

EDUCATION

BS - (Nova University Business School - Miami, FL)

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