

AMELIA MOORE

Supply Manager

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PROFESSIONAL SUMMARY

Dynamic Supply Manager with 7 years of experience driving efficiency and optimizing supply chain operations. Expert in procurement, inventory control, and team leadership, consistently delivering on-time results. Committed to leveraging analytical skills to enhance processes and reduce costs while fostering collaboration among cross-functional teams.

WORK EXPERIENCE

Supply Manager

Quantum Solutions LLC

📅 Mar / 2020-Ongoing
📍 Phoenix, AZ

- 1. Achieved operational objectives by contributing critical supply information and recommendations to strategic plans.
- 2. Implemented action plans to enhance production, productivity, quality, and customer service standards.
- 3. Forecasted supply requirements and managed the annual budget, ensuring alignment with financial goals.
- 4. Evaluated and contracted laundry services, ensuring compliance with quality standards.
- 5. Coordinated timely delivery of patient care supplies, optimizing service area requirements.
- 6. Identified chargeable items and audited supply usage to ensure accurate billing.
- 7. Negotiated contracts with equipment suppliers, establishing strong vendor relationships.

SUPPLY MANAGER

Cactus Creek Solutions

📅 Mar / 2018-Mar / 2020
📍 Phoenix, AZ

- 1. Executed procurement of dental supplies using streamlined acquisition procedures, ensuring cost-effectiveness.
- 2. Managed formal advertising processes for dental supplies, ensuring compliance with specifications.
- 3. Reviewed bids for adherence to command specifications, enhancing procurement integrity.
- 4. Administered contracts with suppliers, ensuring compliance and performance standards.
- 5. Engaged with suppliers for spot purchases, optimizing supply chain responsiveness.
- 6. Coordinated logistics between dental clinics and suppliers to enhance operational efficiency.

EDUCATION

Bachelor of Science in Supply Chain Management

University of Texas

📅 Mar / 2016-Mar / 2018
📍 Denver, CO

Focused on supply chain optimization, procurement, and logistics management.

SKILLS



ACHIEVEMENTS

- 🌟 Achieved a 15% reduction in supply costs through strategic vendor negotiations and streamlined procurement processes.
- 🌟 Implemented a new inventory management system that improved stock accuracy by 30% and reduced excess inventory.
- 🌟 Led a cross-departmental initiative that enhanced on-time delivery rates to 98%, significantly improving customer satisfaction.