

JOANNA SOMMERS

Florence, AL | (938) 123-4567 | samplersumetemplates.com

PURCHASING / BUYING AGENT

Specialized experience in the automotive OEM manufacturing industry. Expertise includes:

Parts Procurement Management . . . Supplier Agreements and Settlement Negotiations . . . Supplier Relations ISO, QA and TQM Standards & Compliance . . . PO Systems Management . . . Inventory Controls . . . Category Management . . . Value Engineering Analysis . . . Budget Tracking & Reporting

PROFESSIONAL EXPERIENCE

SENIOR BUYER | OEM SPECIALISTS - Florence, AL

2011 - Present

- Managed complex procurement operations in accordance with company and governing guidelines.
- Reviewed records of items purchased, costs, delivery, product performance, and inventories.
- Expedite materials at competitive rates in alignment with OEM marketplace cost drivers.
- Work with Corporate, business units, plant personnel, plant engineering and procurement to review, negotiate, and settle warranty and service issues with equipment suppliers.
- Manage and evaluate acquisition processes such as RFI, RFP, and contact negotiations.
- Develop supplier relationship management programs focused on quality, productivity, and innovation.
- Collect, analyze, and monitor category specific information on spend, supplier performance, user adoption and compliance, standards and specifications, industry benchmarks.
- Perform value engineering analyses to support ongoing performance improvement and cost reduction of goods and services in assigned categories.

SENIOR BUYER | ISO PRODUCTION - Florence, AL

2007 - 2011

- Interviewed and worked closely with vendors to obtain and develop desired products.
- Closely worked with SQEs in a team to assess suppliers' strengths and weaknesses.
- Prepared comprehensive quote packages with input from Engineering, SQA and Manufacturing.
- Negotiated supplier price reductions in accordance with customer cost reduction initiatives.
- Conferred with Cost Engineers, Engineering development team to understand design cost drivers, and with staff, users, and vendors to discuss defective or unacceptable goods or services.
- Evaluated and monitored contract performance to ensure compliance with contractual obligations.
- Monitored shipments against schedule, trace shipments and follow up on undelivered goods.
- Analyzed and monitored sales records, trends, and economic conditions to anticipate consumer buying patterns and determined what the company will sell and how much inventory is needed.
- Ensured all Quality requirements are complied with and assist maintaining all required Quality forms.
- Uploaded requirements of Quality Management System in accordance with ISO 9001 specifications.
- Initiated continuous improvement actions relating to products, processes, and quality systems,

EDUCATION

Bachelor of Arts in Business Administration | FLORENCE UNIVERSITY