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## Commodity Manager Resume

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### Job Objective

Seeking the right company in which to fill the position of Commodity Manager and utilize my skills and training in this field to their fullest.

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### Highlights of Qualifications:

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- Certification in CPM and APICS
  - Experience to manage projects and assist in purchasing commodities
  - Thorough knowledge of six sigma
  - Outstanding knowledge to interpret blueprints and drawings
  - Ability to analyze strategies for organization
  - Ability to manage complex projects
  - Amazing communication skills in both oral and written forms
  - Ability to resolve all issues
  - Proficient with Microsoft Office applications
  - Ability to manage multiple projects at one time
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### Professional Experience:

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Commodity Manager  
Jatca Inc., Walnut Creek, CA  
October 2008 – Present

- Supervised all management activities for efficient delivery of commodity.
- Maintained optimal level of conduct with all suppliers.
- Prepared Strategic Sourcing plans and required reports.
- Monitored procurement reporting system as per standards.
- Administered processes and ensured continuous improvement activities.
- Developed and implemented various enabling technologies.
- Analyzed market conditions and forecasted future trends.
- Evaluated vendor quotations and recommend improvements.

Commodity Specialist  
Elias Associates, Inc., Walnut Creek, CA  
August 2003 – September 2008

- Analyzed and identified strategies for sourcing cost reduction.
- Administered supply chain and its results on customers.
- Maintained record of finished goods and ensured accuracy.
- Developed and supervised all supplier transition plans.
- Monitored inventory levels and prepared schedule for work.
- Assisted in product design and purchasing of materials.

Commodity Buyer  
The Kent Group, Walnut Creek, CA  
May 1998 – July 2003

- Analyzed order requirements and assisted in procurement.
  - Established an efficient global warehouse network for commodities.
  - Provided expert knowledge on systems and process improvement.
  - Coordinated with managers to monitor all buying patterns.
  - Collaborated with sales department for all customer past dues.
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### Education:

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Bachelor's Degree in Business Administration  
William Penn University, Oskaloosa, IA

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