
Commodity Specialist Resume

Job Objective

Looking for a position as a Commodity Specialist within the company. Hope to bring years of technical experience and managerial skills to the table to help your company advance.

Summary of Qualifications:

- Huge experience in commodity purchasing and supply chain management
 - In-depth knowledge of products purchased, good purchasing practices and policies
 - Sound knowledge of suppliers' manufacturing processes and materials
 - Thorough knowledge of Procurement processes, and LEAN manufacturing
 - Proficient in ERP system, SAP, Photoshop and MS Office suite
 - Uncommon ability to function well in a rapid paced, multi-task environment
 - Outstanding ability to prepare comprehensive reports, contracts and presentations
 - Excellent verbal and written communication skills
 - Strong organizational and negotiating skills
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Work Experience:

Commodity Specialist, May 2006 – Present
Janus Capital Group, Philadelphia, PA

- Analyzed quotations received, selected and recommended suppliers, scheduled deliveries.
- Assisted with managing and tracking assets to maintain inventory at planned levels.
- Provided product pricing and availability information to internal customers.
- Maintained, evaluated and developed new sources of supply to ensure availability of material demand.
- Managed preventative and expediting program to ensure on-time deliveries and took corrective actions on delayed items.
- Developed necessary records and files for efficient operations.

Commodity Specialist, March 2003 – April 2006
MKS Instruments Inc, Philadelphia, PA

- Identified market trends and evaluated departmental procedures.
 - Negotiated contracts for the purchase of materials and services.
 - Obtained and evaluated quotations, placed orders, and ensured timely delivery.
 - Maintained and updated purchase orders database.
 - Evaluated and determined additional sources of supply.
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Education:

Bachelor's Degree in Supply Chain Mgt., Harvey Mudd College, Claremont, CA

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