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## Food Buyer Resume

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### Job Objective

Seeking the position of Food Buyer in a firm where I will be able to utilize my skills and abilities to maximize profits and customer satisfaction.

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### Highlights of Qualifications:

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- Excellent experience in monitoring activities associated with quantity food purchases
  - Sound knowledge of contract management and analysing spread sheet
  - Profound knowledge of food and beverage products
  - Ability to analyse and prepare forecasts for commodity market
  - Ability to monitor large volume scales of various products
  - Proficient in trading and logistics processes
  - Wide knowledge of financial and contract management, PO and contract management
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### Professional Experience:

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Food Buyer  
Whole Foods Market, Holstein, IA  
August 2012 – Present

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### Responsibilities:

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- Administered everyday purchases and sourced appropriate food and beverage products.
- Coordinated with vendors and monitored contracts prior to processing.
- Provided training to food and beverage team and maintained record of inventory.
- Determined exact levels of inventory and maintained optimal quality control.
- Analysed every supplier bid and recommended appropriate solutions to management.
- Administered every product shortage and resolved every individual procurement methods.

Food Buyer  
Dole Food Company, Inc., Holstein, IA  
May 2009 – July 2012

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### Responsibilities:

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- Developed and maintained professional relations with present and future vendors.
  - Evaluated inventory for goods and ensured compliance to contract requirements.
  - Administered performance of suppliers and ensured work as per required contract.
  - Maintained record of contract pricing and recorded rebate billings.
  - Performed research on various food and beverage programs within industry.
  - Performed negotiation and ensured best price for every process.
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### Education:

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Bachelors' Degree in Food Science  
Western Oregon University, Monmouth, OR

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