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## Hospital Buyer Resume

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### Job Objective

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Seeking the job of a Hospital Buyer in an established firm.

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### Highlights of Qualifications:

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- Substantial experience in monitoring purchase and maintaining control of inventory in hospital environment
  - Through knowledge of managing relationship with vendors and monitoring supply chain
  - Remarkable knowledge of purchasing systems and material management process
  - Ability to maintain multiple information systems and navigate through it efficiently
  - Ability to develop and maintain professional relationship with vendors
  - Solid understanding of materials management information system
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### Professional Experience:

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Hospital Buyer  
Mother Frances Hospital, Washington, VA  
August 2012 – Present

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### Responsibilities:

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- Coordinated and negotiated with vendors for purchase of various supplies.
  - Performed investigation for alternate sources and provided substitutes as per requirement.
  - Ensured compliance with hospital policies and procedures as per HIPAA regulations.
  - Prepared reports to be presented to purchasing manager and ensured achievement of objectives.
  - Evaluated price confirmations from vendors as per hospital contracts.
  - Assisted in monthly reconciliation of MMIS invoices for vendor orders.
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Hospital Buyer  
Clark Memorial Hospital, Washington, VA  
May 2009 – July 2012

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### Responsibilities:

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- Coordinated with materials management departments and assisted in procurement of materials.
  - Administered and processed purchase orders and requisitions as per hospital policies.
  - Supervised efficient hospital processes and resolved every accountpayable issues.
  - Provided optimal level of customer services and ensured compliance to hospital regulations.
  - Monitored inventory levels and assisted in procurement of appropriate drugs for usage and storage.
  - Prepared inter departmental reports and documented any shortfalls occurring in inventory.
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### Education:

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Bachelor's Degree in Business  
Yavapai College, Prescott, AZ

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