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## Print Buyer Resume

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### Job Objective

Hardworking Print Buyer seeking employment with a challenging organization in which to enhance my experience in the field and to help company meet long-term goals.

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### Highlights of Qualifications:

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- Excellent experience in monitoring print production activities for corporate businesses
  - Sound knowledge of creative suite and colour management tools
  - Profound knowledge of supply chain activities and processes
  - Ability to monitor budget and prepare reports for expenditure
  - Ability to perform quality assurance tests on printing materials and equipment's
  - Proficient with MRP, DRP, MPS experience in ERP software packages
  - Wide knowledge of color management and print quality assurance systems
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### Professional Experience:

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Print Buyer  
Horizon Media, Inc., Oneonta, NY  
August 2012 – Present

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### Responsibilities:

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- Supervised printing processes and maintained overall quality for every material.
- Coordinated with vendors and obtained estimates of cost and performed required negotiations.
- Performed research to ensure compliance to creative requirements of business.
- Monitored projects and procured necessary external and internal resources for project.
- Ensured compliance to departmental procedures for printing jobs with external vendors.
- Coordinated with design team and vendors and assisted to resolve every issues.

Print Buyer  
Manpower Inc., Oneonta, NY  
May 2009 – July 2012

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### Responsibilities:

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- Ensured every proof has necessary signatures prior to sending it for printing.
  - Monitored and if required resolve every issues in design files for implementation.
  - Ensured compliance to BMS purchasing policies and procedures for department.
  - Prepared work and purchase orders and resolved any billing process issue.
  - Assisted to reconcile purchase orders and invoices for projects.
  - Administered and recommended improvements to standards operating procedures for purchases.
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### Education:

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Bachelor's Degree in Retail Management  
Philadelphia University, Philadelphia, PA

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