
Print Buyer Resume

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.

Highlights of Qualifications:

- 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:

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

Responsibilities:

- 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

Responsibilities:

- 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:

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

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