
Project Buyer Resume

Job Objective

To enhance my skills and further my career by filling the position of a Project Buyer in well-established organization.

Highlights of Qualifications:

- Excellent experience in monitoring commodity management and performing negotiations for contract
 - Sound knowledge of automotive advance product quality planning processes
 - Profound knowledge of production part approval activities
 - Ability to interpret income statements for individual projects
 - Ability to perform negotiations on different financial aspects of the project
 - Proficient in managing supply chain for projects
 - Familiarity with negotiations, supply demand planning, cost management and logistics
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Professional Experience:

Project Buyer
Koch Industries Inc., Orange City, IA
August 2012 – Present

Responsibilities:

- Administered everyday design to order projects and prepared it for display.
- Prepared forecasts for spends and recommended appropriate reductions to cost.
- Monitored production schedule and if required changed as per customer requirements.
- Analysed customer demands and forecasted strategies to reduce inventory costs.
- Coordinated with project manager and planned appropriate materials.
- Prepared budget and provided update to project summaries.

Project Buyer
Vanderlande Industries, Orange City, IA
May 2009 – July 2012

Responsibilities:

- Evaluated supplier service reports and ensured compliance to quality for delivery.
 - Analysed facilities and performed negotiation on pricing and service.
 - Administered inventory plans and individual activity for product life cycle.
 - Managed communication with commodity lead buyers for project activities.
 - Assisted to resolve supplier issues and maintained optimal quality.
 - Prepared prototype and if required negotiated for tooling costs.
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Education:

Bachelor's Degree in Engineering
Morris Brown College, Atlanta, GA

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