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## Purchasing Buyer Resume

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### Job Objective

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To obtain the position of a Purchasing Buyer in which I can enhance my skills and become a valued member of your team.

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### Highlights of Qualifications:

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- Hands-on experience in procuring heavy equipment's for everyday projects
  - Immense knowledge of air export operations and documentation
  - Excellent knowledge of negotiating for complex contracts
  - Ability to coordinate with team members and resolved any conflicts
  - Ability to analyse issues and provide appropriate resolutions
  - Proficient with ALDATA, industry operational systems, AS400, PRMS, Global Vault and Microsoft Office applications
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### Professional Experience:

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Purchasing Buyer  
Midmark Corporation, Gandy, FL  
August 2012 – Present

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### Responsibilities:

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- Supervised purchase part overview and monitored various phases of project throughout launch.
- Participated in team meetings with suppliers and maintained record of tool progress.
- Evaluated supplier activities and completed project within required timeframe.
- Prepared schedule for planning procurement of various goods and services.
- Evaluated MRP reports and obtained approval for purchases.
- Monitored metrics and performed root cause analysis to resolve issues.

Purchasing Buyer  
Centro, Inc., Gandy, FL  
May 2009 – July 2012

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### Responsibilities:

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- Monitored inventory related to incoming requests for changes of damaged goods.
  - Maintained internal facilities and performed repair as per requirement.
  - Coordinated with accounts payable department and resolve various discrepancies.
  - Prepared bid documents and contracts and negotiated on prices.
  - Developed and maintained professional relationships with mechanical material suppliers.
  - Evaluated vendor performance and provided required documentation for projects.
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### Education:

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Bachelor's Degree in Business  
Creighton University, Omaha, NE

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