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## Purchasing Clerk Resume

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### Job Objective

To secure the position of Purchasing Clerk that will allow me to utilize acquired skills and experience.

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### Work Experience:

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#### Purchasing Clerk

Algood Food Company, Minneapolis, MN

May 2004 – Present

- Managed transactional, reporting, data maintenance and customer service.
- Ensured appropriate collection, reported procurement spent.
- Computed large volumes of data in spread sheets and databases.
- Handled code and cost receivers for raw materials.
- Monitored all deliveries of raw goods inventory.
- Ordered raw goods, ingredients & packaging for multiple manufacturing facilities.

#### Purchasing Clerk

Mizuho OSI, Minneapolis, MN

March 2002– April 2004

- Computed all purchase orders for multiple manufacturing facilities.
  - Prepared and submitted quotes to customers and provided them with status of orders as needed.
  - Analyzed shipping alternatives to determine the most efficient method.
  - Prepared and issued purchase orders using automated accounting package.
  - Negotiated pricing and credit terms with existing and new vendors.
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### Summary of Qualifications:

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- Huge experience in processing purchase orders
  - Excellent organizational skills in maintaining purchase orders and vendor files
  - Deep knowledge in placing orders for products and supplies
  - Familiarity with shipping procedures and processes
  - Skilled in checking quality in products purchased
  - Knowledge of MS Office programs and other related applications
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### Education:

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Associate Degree in Business Administration

Owens Community College, Perrysburg, OH

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