

---

## Purchasing Specialist Resume

---

### Job Objective

Looking for a position as a Purchasing Specialist within the company. Hope to bring years of technical experience and managerial skills to the table to help your company advance.

---

### Highlights of Qualifications:

- Hands on experience in managing supply chain and performing all functions according to federal government policies
  - Outstanding knowledge of supply chain operations
  - Deep knowledge of strategies and associated sourcing activities
  - Remarkable ability to maintain accurate information
  - Sound ability to work in a team environment
  - Excellent skills to analyze supplier performance
  - Amazing communication skills in both oral and written forms
  - Proficient in managing various process
- 

### Professional Experience:

Purchasing Specialist  
Bechtel, Pittsburgh, PA  
May 2006 – Present

- Maintained and prepared all written procedures and ensured proper control.
- Ensured compliance to all DoD Manual and OPNAVINST 4790.2 series.
- Performed technical research for all materials related to aircraft parts.
- Managed and interpreted all blueprints and schematics for technical data.
- Established and maintained government property and ensured maintenance of all materials.
- Coordinated with government counterparts and resolved all procedural issues and testing data.
- Prepared government for open purchases and submitted it as required.
- Determined policies and procedures to provide support to various programs.

Purchasing Specialist  
Exterran, Pittsburgh, PA  
March 2003 – April 2006

- Managed appropriate supply of materials to all internal customers of organization.
  - Coordinated with internal customers and determined all materials requirements.
  - Administered purchase orders and maintained status orders for all projects.
  - Maintained inventory of all MRO stores and placed orders as required.
  - Managed all transactions and measured data in a timely manner.
  - Analyzed strategies and recommended changes for value research.
- 

### Education:

High School Diploma  
Fullerton Union High School, Fullerton, CA

[Build your Resume Now](#)