
Sourcing Agent Resume

Job Objective

To obtain a Sourcing Agent position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Sourcing Agent, May 2004 – Present
3M Company, Lansing, KS

- Provided finished goods for the Company to secure highest quality product and services at most competitive price.
- Evaluated potential suppliers in terms of capabilities, costs, quality, reliability and technical support.
- Negotiated directly with finished goods suppliers in terms of cost reductions, lead time improvement and vendor managed programs.
- Attended meetings, trade shows and conferences to learn new industry trends and made contact with suppliers.
- Reviewed proposals and negotiated contracts with assistance of Strategic Sourcing Manager.
- Maintained procurement records and operating system.

Sourcing Agent, March 2002– April 2004
General Dynamics, Lansing, KS

- Communicated with cross-function team in terms of supplier issues, quality and delays.
 - Supported companywide procurement initiatives and assisted in expediting process.
 - Expedited deliveries as required and managed supply base to meet delivery schedules.
 - Coordinated changes with suppliers and executed it as required.
 - Monitored and communicated order status with all internal customers.
 - Planned and controlled work to meet all scope and deliverable commitments within schedule and budget.
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Summary of Qualifications:

- Admirable working experience in international markets and a global sourcing organization
 - Outstanding ability to track price trends, exchange rates and market and industry conditions
 - Ability to summarize and present data to a diverse audience
 - Skilled in negotiations and supplier selection
 - Great ability to interact with all levels of the organization
 - Excellent computer skills and strong interpersonal and analytical skills
 - Strong negotiation skills and cost control experience
 - Excellent verbal and written communication skills
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Education:

Associate Degree in Business, Monroe Community College, Rochester, NY

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