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## Supply Specialist Resume

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### Job Objective

To secure a position as Supply Specialist with a reputable company where my skills can grow and help strengthen the company.

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### Highlights of Qualifications:

- Huge experience in Engineering Change management process – ECO, ECN and CR
  - Familiarity with Quality Approval process, supplier management IT systems and PPAP
  - In-depth knowledge of supplier processes and supply chain risk factors
  - Ability to lift medium and heavy weighted supplies,
  - Ability to safely and properly operate pallet jacks, hand trucks and forklifts
  - Ability to perform mathematical computations accurately
  - Ability to work well with multiple lines of businesses and with parent and affiliate entities
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### Professional Experience:

Supply Specialist  
Textron, Baltimore, MD  
May 2006 – Present

- Established purchase orders and other contractual obligations
- Negotiate terms of relationships for specific products.
- Analyzed market for assigned commodities for potential changes to cost and availability.
- Recognized opportunities and risks to management staff.
- Collaborated with Material Analysts to manage inventory value for Raw Material.
- Executed plans with suppliers to achieve inventory reduction targets.
- Participate in the PPAP process as required in conjunction with other departments.

Supply Specialist  
Aerotek, Baltimore, MD  
March 2003 – April 2006

- Collaborated with procurement team to enhance overall supplier performance.
  - Initiated enhancement in the procurement process.
  - Decreased procurement costs.
  - Administered quotes and costing information for new product introductions.
  - Assured new products are launched in compliance with divisional purchasing controls .
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### Education:

Bachelor's Degree in Business Administration  
Seattle Pacific University, Seattle, WA

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