

JANE SMITH

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OPERATIONAL MANAGEMENT PROFESSIONAL

Supply Chain, Inventory & Materials Management/Purchasing/Quality Assurance & Control/Transportation

EXECUTIVE SUMMARY

A multifaceted, results-driven, solutions-focused Senior Buyer and Purchasing, Materials, and Supply Chain Manager offering more than 25 years of experience in the strategic planning, development, staffing, and management of large-scale manufacturing operations. Forward-thinking leader and enterprising problem-solver with tactical foresight and keen bottom-line focus. Recognized as a performer able to successfully and efficiently resolve issues and consistently meet and exceed established goals and objectives. Powerful motivator, mentor, and team-builder accustomed to optimizing efficiency, improving profitability, and increasing productivity through delivery of value-added programs, policies, and systems. Articulate communicator and tenacious negotiator with a proven record of reducing costs, upholding fiscal integrity, and enhancing operations. Strong qualifications in problem-solving, personnel development, and performance improvement. Exceptional interpersonal, investigative, analytical, and troubleshooting skills. Superior written, oral, and technical aptitude.

CORE COMPETENCIES

- *Supply Chain Management*
- *Bidding/Estimates/Proposals*
- *International Procurement*
- *Cost/Risk Assessments*
- *Sub-Contract Management*
- *Staff Supervision/Training*
- *MRP Creation/Utilization*
- *Program Creation/Execution*
- *Inventory Rotation/Control*
- *Contract/Price Negotiation*
- *Materials Planning/Movement*
- *Cost Reduction/Containment*
- *Military/Peripheral Procurement*
- *Vendor Sourcing/Selection*
- *Quality Assurance/Control*

EDUCATION

Master of Business Administration - Rivier College, Nashua, New Hampshire

Bachelor of Science, Business Administration - Worcester State College, Worcester, Massachusetts

PROFESSIONAL EXPERIENCE

ABC Company **Any Town, USA** **Jul. 2006 - Dec. 2009**
Supply Chain Manager

A provider of advanced communications solutions to electric utilities.

- Implemented, maintained, and managed Continuous Manufacturing Improvement and Process Safety Management programs based on JIT Techniques.
- Managed all inventory and non-inventory duties including buying, material movement, inventory rotation, pricing, and cycle counts; conducted yearly inventory counts.
- Managed sub-contracted builds of Printed Circuit Boards (PCB's) both consigned and turnkey.
- Bought mechanical and electronic parts for use in product; collaborated with Engineering on new product build.
- Procured from and dealt with overseas vendors in China, Europe, and Canada.
- Directed all incoming and outgoing transportation services with full P&L responsibility.
- Supervised production floor during assembly times.

Selected Accomplishments:

- Provided changes to mechanical drawings; reduced costs and sped up manufacturing processes.
- Consistently delivered, supported, and exceeded Key Profitability Metrics per company goals and objectives.
- Crafted and instituted numerous company procedures which improved cost and enhanced quality.

ABC Company **Any Town, USA** **Feb. 2006 - Jul. 2006**
Senior Buyer - Contract Position

Responsible for procurement of all Assemblies and Fabrications for one of the largest defense companies in the United States and the leader and prime defense contractor in Intelligence, Surveillance, and Reconnaissance (ISR), secure communications, government services, training, simulation, and aircraft modernization and maintenance.

- Bought assemblies through approved contract manufacturers; procured sheet metal fabrication, machining, castings, and electronic components to support on going manufacturing process through MRP system.
- Ninety percent of procurement done under MIL specific requirements.

PROFESSIONAL EXPERIENCE (CONTINUED)**ABC Company**

Any Town, USA

Jan. 1992 - Jan. 2006

Senior Buyer - Semiconductors (Sept. 2004 - Jan. 2006)

Buyer for all divisions of this growth-oriented, high-technology, signal and image-processing company providing products and services to original equipment manufacturers (OEMs) and end users worldwide.

- Responsible for ASICs, memory chips, FPGA's, processors, and logic chips.
- Maintained dock to stock programs - JIT.
- Worked off MRP; ensured timely arrival of product for production.
- Teamed up with Material Review Board for non-compliant material.
- Dealt with distributors and direct manufactures for all component buys.

Selected Accomplishments:

- Recognized consistently for containing costs, meeting stringent schedules, and profit attainment.

Senior Buyer (March 2003 to September 2004)

- Oversaw all material for ABC Group including digital x-ray.
- Maintained buying responsibility for all cable assemblies, mechanical, sheet metal, machining, castings, electronics, sub-systems, generators, x-ray tubes, and arrays.
- Utilized MRP system; maintained proper inventory on all components for digital x-rays systems.
- Worked in tandem on a daily basis with accounting, MRB, and materials group.
- Handled automated replenishment (bread-man) program for radiography group.

Materials Manager (January 1992 to March 2003)

- Directed all procurement, sub-contract management, and stockroom management duties.
- Directly supervised an average of five (5) stockroom/procurement employees; provided ongoing direction and support.
- Worked extensively with outside vendors for turnkey and consignment builds of all boards and cable assemblies.
- Partnered with engineering department to develop new products.
- Sourced and second-sourced new vendors for cost savings as well as new components design for engineering.

Selected Accomplishments:

- Member of the ISO-9000 team; crafted a portion of the application that led to achievement of company certification.
- Developed the Approved Vendor List (AVL) system currently in use.
- Conceptualized and implemented the Parts Numbering System presently in effect.
- Instrumental member of the implementation team that introduced DataWorks Business Software.

Additional Experience:*Senior Buyer - ABC Company**Senior Buyer - ABC Corporation**Program Administrator - ABC Incorporated***TECHNICAL EXPERTISE**

▪ DataWorks ▪ Microsoft Office (Word, Excel, PowerPoint, Outlook) ▪ Oracle ▪ PeopleSoft

References Furnished Upon Request