

First Name Last Name

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OBJECTIVE

Purchasing Agent with The Parts Company in Watertown City, Minnesota.

PROFESSIONAL EXPERIENCE

INVENTORY MANAGEMENT

- Meet internal and external customer same day demands by ensuring materials are in stock
- Maintain meticulous inventory and sales records
- Prepare purchase orders for over 12,000 stock-keeping units (SKUs)
- Administer procurement and resolve shipping errors
- Assist with preparation of annual inventory budget in excess of \$1M

ACCOUNTING

- Record daily and monthly transactions for accurate receipt and disbursement information
- Administer customer leases, monthly billing statements, and late payment fees
- Negotiate contracts, fees, and authorize payment
- Manage receivable balance, administer collections, and monitor cash flow
- Analyze and present financial reports to onsite management and off-site ownership

CUSTOMER SERVICE COMMUNICATION SKILLS

- Assess, recommend and help locate products and materials to satisfy customer needs
- Respond to customer inquiries in-person, by phone, or by email
- Resolve difficult sales and product performance situations to maintain excellent customer satisfaction while meeting company margin goals

COMPUTER SKILLS

- Maintain proficiency in Microsoft Office Suite, includes Excel, Word, PowerPoint and Outlook
 - Use Salesforce.com® Customer Relationship Management (CRM) to personally respond to customer inquiries and document actions taken
 - Utilize desktop and mobile JD Edwards Internet Procurement and Order Processing System
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EMPLOYMENT HISTORY

<i>Inventory Control Specialist</i> , Distribution, Inc., Somewhere, MN	2013 – Current
<i>Apartment Property Manager</i> , Lloyd Management, Collegetown, MN	2010 – 2012
<i>Parts Associate</i> , Value Auto Parts, Collegetown, MN	2009 – 2011

EDUCATION

<i>Associate of Applied Science in Accounting (A.A.S) degree</i> Central College, Collegetown, Minnesota	2012
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AWARDS, CERTIFICATIONS & ADDITIONAL TRAINING

<i>National Career Readiness Certificate (NCRC)</i> , Gold Certification #GHH596Q	2013
<i>Team of the Year</i> – national achievement award to recognize sales increases	2010
