**ZHI RUO CHUNG**

PURCHASING AGENT

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**Home**: (123) 456 7890

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**Portfolio**: www.reallygreatsite.com

**Address**: 123 Anywhere Street, Any City

**SUMMARY**

Highly-motivated and result-driven Purchasing Agent with 3+ years of extensive purchasing experience. Have a proven track record of success in managing the whole purchasing process, maintaining relationships, and improving retention rate and delivery times.

**ACADEMIC BACKGROUND**

**Ruthston State College**

Bachelor of Management

* Class salutatorian with a 3.7 Grade Point Average
* Nominee for the Best Thesis Award in 2017
* Helped create and maintain the college's official business
* Projects

**Beechtown High School**

Marketing, 4.0 GPA, Class of 2013

* Marketing Club president
* Beechtown Digital Society founder and member
* Beechtown High School Outreach Program volunteer

**SKILLS**

* Time Management
* Flexibility and Adaptability
* Detail Orientated
* Judgment and Decision Making
* Negotiation
* Creativity and Problem Solving
* Relationship Building

**RELATED INTERESTS**

I am interested in reading about technology, business, and finance. I am also into learning foreign languages and being involved in the community.

**CAREER HIGHLIGHTS**

**PURCHASING AGENT**

**GORDON ALUMINUM INDUSTRIES, June 2015 - Jule 2016**

* Collaborated with brand managers to anticipate future inventory needs
* Resolved issues and adjustments
* Tracked products that are backordered by the partners
* Analyzed sales velocities and current inventories to determine appropriate ordering quantities

**PURCHASING AGENT**

**Borderless Distribution, April 2016 - May 2019**

* Maintained ISO standards
* Researched markets for availability, suitability and costs of goods and services
* Generated reporting based on inventory levels, usage trends, and lead times to assist with inventory purchase decisions
* Managed the company’s day-to-day purchasing activities