

CAREER HIGHLIGHTS

PURCHASING AGENT

GORDON ALUMINUM INDUSTRIES, June 2015 - July 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

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

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.



ZHI RUO CHUNG

PURCHASING AGENT

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.

SKILLS

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

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