

## Purchasing Manager

### CONTACTS

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802-213-1244  
Somewhere Ave.,  
Tunkhannock, PA

### EDUCATION

Indiana University

Master's Degree in Business  
Administration

### SKILLS

- Time Management
- Detail Orientated
- Persistence
- Relationship Building
- Flexibility and Adaptability
- Negotiation
- Communication and Active Listening
- Networking
- Problem-solving
- Knowledge of purchasing and supply chain systems, LEAN principles of planning and MRP/ERP

# JOHN ROBINSON

### OBJECTIVE

Enthusiastic, hard-working, and highly motivated Purchase Manager with extensive experience in inventory and supply chain management, vendor negotiation, and developing purchasing strategies to meet business targets. Adept at researching, understanding market demands, and coordinating activities to ensure minimal delay. Good leadership and communication abilities.

### WORK EXPERIENCE

Proterra (Aug. 2014-Aug 2018)

*Purchasing Manager*

- Compiled and distributed the monthly forecasting reports
- Verified and approved invoices
- Created and maintained company purchase orders/change orders
- Managed relationships and performance of ongoing suppliers
- Monitored inventory procedures for accountability
- Ordered office and shop supplies
- Cooperated with stakeholders to guarantee agreement on terms and processes
- Discovered and partnered with reliable vendors and suppliers
- Generated and implemented efficient sourcing and category management strategies
- Monitored stock levels and placed orders as needed
- Negotiated contract terms of agreement and pricing
- Compared and evaluated offers from suppliers