

1-PAGE SKILLS RESUME

Bill Buyer

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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.
- Awarded performance bonus for maintaining 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. Obtain owner approval.

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

- Advanced Microsoft Office Excel skills, and proficient in Word, Power Point and Outlook.
- Use Customer Relationship Management (CRM) — Salesforce.com® to personally respond to customer inquiries and document actions taken.
- Desktop and mobile Internet Procurement and Order Processing System — JD Edwards.

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