Rosamund Vellacott-Byrne

Purchasing Agent

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SUMMARY

Purchasing agent with 6 years buying MRO supplies, packaging and machined parts for a mid-size manufacturer. Places about 140 purchase orders a month against $6.5M in annual spend, runs quotes with 40 active suppliers and has kept on-time delivery above 94% for 2 years.

EXPERIENCE

Purchasing Agent — Hocking Valley Fabrication

Columbus, OH · Mar 2021 – Present

- Place about 140 POs a month in the ERP for packaging, MRO and machined parts, covering $6.5M in yearly spend.
- Ran 3-bid quotes on 22 recurring items and saved roughly $180,000 a year with no drop in quality scores.
- Raised supplier on-time delivery from 86% to 94% by sending weekly open-order reports to the 12 slowest vendors.
- Cut maverick buying from about 15% of spend to 5% by setting up 8 blanket orders and a catalog for shop staff.
- Resolve around 30 invoice and receiving mismatches a month with accounts payable, mostly within 3 days.

Purchasing Assistant — Licking County Supply Co.

Newark, OH · Jul 2018 – Feb 2021

- Processed 60 to 80 requisitions a week for 4 departments with an error rate under 1%.
- Updated pricing for 1,200 catalog items each year after annual supplier increases.
- Followed up on late orders daily and kept the expediting log for 25 key suppliers.

SKILLS

Buying: RFQs, bid comparison, blanket orders, price negotiation

Supplier management: Scorecards, on-time tracking, supplier onboarding

Systems: SAP Ariba, Epicor ERP, Excel pivot tables and lookups

Process: Three-way match, purchasing policy, approval limits

CERTIFICATIONS

Certified Purchasing Professional (APP), 2022

EDUCATION

Bachelor of Business Administration, Supply Chain Management, Franklin Ridge University, 2018

Fictional example by FindAJobAI: the person, employers and numbers are invented.