Angelique Cole

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| Skills | * Represent companies in negotiating contracts and formulating policies with suppliers * Develop cost reduction strategies and savings plans * Develop and implement purchasing and contract management instructions, policies, and procedures * Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies * Enterprise resource planning & Purchasing ERP software: Quantum & SAP * Negotiate sales or lease agreements for products or services. * Prepare financial documents, reports, or budgets. * Analyze data to assess operational or project effectiveness. * Accounting software — Intuit QuickBooks * Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software. * Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives. * Answer phone calls and direct calls to appropriate parties or take messages |
| Experience | **Special Projects Buyer/Senior Buyer/Planner** **VT Volant**October 2018 – August 2019Facilitated ALL Purchasing Reqs and PO’s for specific Airlines directly and coordinated all Project Management with Cost analysis to follow each program. Set up and maintained all vendors**Purchasing Manager** **Commercial Aircraft Interiors** October 2017 - October 2018   * Negotiate with potential suppliers controlling terms and conditions with them to obtain contracts and summarizes quotation results Used Quantum system to process Purchase & Repair Orders. * Accounts Receivable   **Repack Supervisor/Buyer-Planner** **Teknia Automotive (Division of GM)**  October 2016 – August 2017   * Repack Supervisor of 6 employees, ordered parts from stock, check and confirmed orders off the GM website, processed and made sure orders were packed out daily as well as maintained Inventory. Sent out Bill of Sales for all orders. Company Purchasing for metals and Planning for Work Orders.   **Interior Designer** / **General Contractor Intuitive Home Solutions**  January 2015 – July 2016   * Plan, direct, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing.  **Owner / Cleaner / Designer** - Residential & Commercial **Tidy Task Services**October 2010-2016 (Sold Business)  * Managed a crew of two people. Cleaned, Organized & Decorated   **LPN/Nursing -** ER Trauma, Surgery Center **Providence Colby Campus**  June 2001 - January 2007  **Model - Contracted BRIDES Magazine-Macy’s**  May 1986-November 2007 |
| EDUCATION | Everett Community College – **LPN, Nursing**Grand Rapids Baptist Bible College **- BA Business – Minor Music** |
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