

Buyer Buyer Buyer - US Joiner LLC Richmond, VA Extensive customer service training as well as experience leading small teams. My past work experience includes preparing and distributing many different reports to department heads on a monthly basis as well as carefully maintaining sensitive data. Demonstrated ability to save money and add value in the material acquisition process. Authorized to work in the US for any employer Work Experience Buyer US Joiner LLC - Crozet, VA April 2014 to Present Analyze and select suppliers in order to obtain best value when awarding work Award work for all manner of projects, as well as follow up on awards as necessary Support both engineering and estimating with questions and requests for information Database Administrator Martin Agency - Richmond, VA July 2012 to April 2014 Maintain all employee records in the system Set up and enter new client and vendor information in the system Prepare any necessary ad-hoc reports as needed throughout the day Bed Bath & Beyond, Waynesboro, VA Receiving Manager July 2008 to July 2009 Increased productivity from 2.3 cartons minute to 2.0 cartons a minute Responsible for three stockrooms keeping them above company standards In charge of accurate counting, pricing, and organizing of all inventory Education B.S. in Information Systems and Operations Management George Mason University - Fairfax, VA May 2012 Leadership Development Represented class in school wide case competition

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