

EVA VAN DYKE

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SUMMARY

Experienced in purchasing, material management, logistics, manufacturing accounting and automated systems utilization. Effective team member, capable of working with other motivated personnel.

KYOCERA INDUSTRIAL CERAMICS CORP., Vancouver, WA

1991 - 2010

Purchasing Manager, 5 production facilities, 1 distribution center, 10 sales offices, and multiple home offices.

Responsible for all corporate procurement, Purchasing Department staff and budgets for multiple facilities in North America.

- Hired soon after company start up, oversaw building & fully equipping original manufacturing facility including company headquarters, as well as subsequent expansions.
- Established and implemented policies based on corporate philosophy and ISM (Institute of Supply Management) guidelines in compliance with SOX, ISO 9000 (Quality), ISO 14000 (Environment), AS9100 (Aerospace Standard) & SSQA (Semiconductor).
- Implemented two ERP systems (Man-Fact & SAP) as needed to accommodate corporate growth, acquisitions & expansions into new products & markets. Both ERP systems supported extensive cost accounting as needed to support government contracts, capital expenditures, job tracking and isolation of equipment operating expenses.
- Achieved cost reductions & control through vendor management, commodity contracts and leveraged volume purchases.
- Reduced MRO (Maintenance Repair and Operations) expenses for each acquisition by >20% of pre-acquisition costs.
- Initiated and managed cell phone, land line phone & travel contracts & policies.
- Contributed to multiple successful projects and team efforts involving mid and upper management as well as outside resources.

CONSOLIDATED METCO INC., Clackamas, OR

1986 - 1991

Purchasing Supervisor, Die Casting Plant

Responsible for all plant procurement, supervision of warehouse supplies, packaging, raw material inventory, subcontracted services, inventory finishing, MSDS records and hazardous material disposal.

- Defined plant wide purchasing procedures which removed paper flow bottlenecks, streamlining department operation resulted in improved productivity of other departments.
- Solely responsible for all plant raw material expenditures. Determined quantity and delivery schedule. Negotiated lowest west coast pricing which increased profit margin.
- Increased acceptability levels for raw materials to 100% by analyzing specifications determining revisions needed, and implementing changes.

- Upgraded mode of transportation, eliminating moisture contamination of material, significantly decreasing safety liability and possible explosions while safeguarding premium quality of goods.
- Established supply contracts for routine MRO which reduced down time
- Resolved major conflict between scheduling and customer service departments by establishing team concept approach to address delivery issues. Morale improved and team pride emerged as goals and objectives were achieved. Group's effectiveness was recognized throughout the plant.
- Repositioned company against competitors by improving on-time shipment to customers by 20%. Reduced inventory levels and increased turnaround time enabling capital allocation in other areas.
- Developed step-by-step work flow procedure for all parts manufactured within plant. Easily identifiable routing system tracked inventory insuring sequential processing. Uncovered major system flaw, permitting reject causes to be identified and resolved.
- Converted manual purchase orders to computerized system enabling reduction in staff by 30%
- Instituted supplier certification program, to identify and remove poorly performing vendors. Monitored and recorded performance levels for on-time delivery and level of rejects, reducing scrap.

OMARK INDUSTRIES, Milwaukie, OR (Now Blount International)

1980 – 1986

Purchasing Assistant, Saw Chain Division

Responsible for consumer accessories retail sales support, tracking procurement documentation, initiating standard inventory purchases both domestic and abroad, providing purchasing data and support to implement MRP (Materials Requirement Planning) system.

- Developed an identification, tracking and pre-notification system to facilitate receipt of foreign shipments through U.S. customs. This improved response time for specialty materials and improved customer relations.
- Changed “ship from stock” order fulfillment process to “just in time” manufacturing and packaging for shipment. Obtained more economical storage of packaging and inventory, closing finished goods warehouse.

PROFESSIONAL AFFILIATIONS

Northwest Supply Management Association

Institute for Supply Management

American Production and Inventory Control Society

TRAINING/SKILLS

Experienced with using Microsoft Office Pro, SAP, Email, etc.

Multiple ISM, APICS, management and business courses

References upon request.