

# TRISTA MCCLEARY

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Github: [github.com/mccleary](https://github.com/mccleary)

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## FEATURED PROJECTS

- ▶ **GetCohort** 10/2016
    - Repo: <https://github.com/DigitalCrafts-September-2016-Cohort/GetCohort>
    - Demo: [GetCohort \(use: juan.cortes@gmail, pswd:1 to login and look around\)](#)
    - Week long project built with a scrum team of four devs using agile development methodologies. Conceived and built a Coding Bootcamp website using Bootstrap, HTML/CSS on the front end, and Python, Flask and PostgreSQL on the back end to showcase each cohort students projects and contact info as well as links to their other resources, like LinkedIn and Github
    - We experienced problems, including: personal picture upload, setting up a user demo and version control between devs. GetCohort was linked with several database tables to help store student data, profiles as well as assigning user and admin permissions. multiple branches helped with version control(Github).
  
  - ▶ **Memory Card Game** 11/2016
    - Repo: [https://github.com/mccleary/memory\\_game](https://github.com/mccleary/memory_game)
    - Memory game using AngularJS. Set up game with 8 cards, each with a matching pair. Once a match is made, then matching cards stay face-up. Game continues until all 8 cards are matched. Board is randomized and player has the option to choose between three game levels: Easy, Medium and Hard
  
  - ▶ **BlackJack** 11/2016
    - Repo: <https://github.com/mccleary/blackjack>
    - BlackJack game built using JavaScript and jQuery. Dealer deals random cards to single player, will calculate points for both player and dealer. Player is able to stand and Dealer or Player can bust at any time.
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## EXPERIENCE

DIGITALCRAFTS

Atlanta, GA

### Full Stack Web Development Student

9 / 2016 – Present

- Developer in 16-week, 680-hour, full stack web development immersive course
- Curriculum covers front and back end web development. Topics covered include HTML5, CSS3, JavaScript, jQuery, AngularJS, the MEAN stack, Python and the LAMP stack.
- Daily procedure includes responsive site development, efficient code design, and key principles such as version control, continuous integration, design patterns, and analytical thinking to solve problems.

## PROFESSIONAL SUMMARY

Senior purchasing professional with more than ten years experience in supply chain management, contracts management, manufacturing consumables and procurement of indirect MRO goods and services for a Fortune 500 company. Handled 2000+ purchase orders annually with a value of \$5.2M. Proven cost reduction skills and ability to manage buyers at multiple locations as well as remote buying for multiple facilities. Active participant in cross-functional team projects with exceptional communication and organizational skills. Expertise includes:

- Purchasing Management
- Supply Chain Management
- Vendor Management
- VMI/Consignment Inventory
- Sourcing
- Lean Manufacturing Concepts
- Customer Relations
- Event Planning
- Project Management
- MRP/Inventory Control
- Production/Production Planning
- Staff Training/Team Building
- Multi-Level/Multi-location
- Continuous Improvement

INFRA-METALS (FORMERLY IMS/GASTEEL)

Atlanta, GA

**INSIDE SALES REPRESENTATIVE/Processing Specialist/Infra-Champion**

4 / 2011 – 8 / 2015

- Responsible for account development and new business prospecting in a highly competitive market.
- Manage job quotations and tracking process while focusing on driving company's margin product line.
- Perform general sales functions -quotes, create job bids using T27 System based on duration of project length, data entry of sales, customer, quotes and invoices, apply industry knowledge, policies and procedures for questions and concerns posed while ensuring safety, scheduling of trucks with other departments to ensure commitment to the customer/client, Carbon Steel, Stainless, Aluminum
- Acquired and managed key business-to-business accounts
- Maintaining and growing existing accounts for Georgia, Alabama, South Carolina
- Analyzed cost and market trends to set pricing
- Bid and closed sales contracts for large-scale construction projects
- Handled and processed material inquiries from customers that range from single stock parts to fabricated assembly parts with a special focus on burn and formed-per-drawings parts involving four of Infra-Metals largest key accounts.
- Inventory control with a focus on raw materials, processing material, parts and finished parts for assemblies (all made-to-order)
- Software Trainer, Key contributor for systems integration for Eniteo software system. Train current and future coworkers in all departments on how to use Oracle for their department. Also, ongoing help desk support for all coworkers
- Duties included: Sales, Account Management, Marketing/Market Analysis, Customer service, Job Pricing, Quoting/Order functions including negotiations of contracts and job proposals

CLARKDIETRICH (FORMERLY DIETRICH METAL FRAMING)

Atlanta, GA

**SouthEast Senior Buyer**

5 / 1998 – 2 / 2010

Provided direction and leadership for more than 20 company buyers of manufacturing consumables; contained and reduced costs through successful price negotiations and vendor management, aided in efficient operation of purchasing policies and procedures, and ensured conformance to company purchasing objectives and policies. Consistently maintained supply chain flow, thus minimizing downtime and maximizing productivity.

- Software Trainer, Managed and trained buyers in Oracle, I-Procurement, Contempus, SOX compliance.
- Managed buyers for ten facilities in the Southeast and Midwest and purchased supplies for four facilities; provided back up purchasing for 25 additional locations.
- Achieved cost reduction of 10.5% (\$85K in six months) by identifying inventory efforts and managing reduction of manufacturing expenses through vendor consolidation, renegotiation of service contracts, freight reductions, and changing items being purchased.

- Achieved 6.6% reduction in purchase orders by managing efficient inventory levels through conducting physical inventory checks bi-weekly to reduce excess inventory levels and reduce rush order occurrences.
- Enforced compliance to regulatory responsibilities for purchasing.
- Ensured accuracy of invoices to facilitate payment approval.
- Assisted Dietrich Industries and Worthington Industries (parent company) with corporate projects and objectives by conducting performance reviews.
- Assisted in developing and maintaining purchasing department's manual of standard operating procedures and serving as Purchasing Help Desk for buyers company wide.
- Analyzed and tracked spending; maintained procurement receipts and reimbursements.
- Assisted in closing six facilities and the relocation of one facility by consolidating purchasing authority and interfacing with suppliers to streamline the transition.
- Managed supplier relationships including contract negotiation, establishment of accounts and management of invoice and delivery issues. Reduced number of total suppliers by more than 3%, resulting in better pricing, better quality of service and decreased lead-time.
- Served as core team member for "Business and Risk Improvement Techniques for Everyone (BRITE)" which created and implemented safety techniques.
- Planned company events including luncheons, picnics, and holiday parties for staff of 250+.

## EDUCATION

| DIGITALCRAFTS  | CLAYTON STATE UNIVERSITY   | CLAYTON STATE UNIVERSITY                                   |
|--|--|--|
| <b>Full Stack Web Dev Student</b><br><i>16-week immersive full stack web development boot camp</i><br>(1/2017 graduation expected) | <b>AAS, Computer Networking</b><br>(2006)<br><b>Certificate, Computer Network Technician</b><br>(2005) | <b>Bachelor of Business, Business Management</b><br>(2003) |

## ORGANIZATIONS / EMPLOYER COURSES / SEMINARS / WORKSHOPS

PYLADIESATL – **Atlanta, GA**  
**Member** (Fall 2016 – present)

WOMEN WHO CODE ATLANTA – **Atlanta, GA**  
**Member** (Fall 2016 – present)

### Workshops/Seminars

Purchasing Policies and Procedures, Core Team Member for BRITE (Business and Risk Improvement Techniques), Price Analysis, Ethics, Oracle, I-Procure, High Performing Organization (HPO), Lean Manufacturing, Six Sigma, Accounts payable/receivable

*References Available Upon Request*