

# PEG HITE

2649 Thorn Creek Street, SE, Grand Rapids, MI 49508    ♦    Cell: 616-406-6007    ♦    [pegHITE2@yahoo.com](mailto:pegHITE2@yahoo.com)  
Linkedin: [www.linkedin.com/in/pegHITE](http://www.linkedin.com/in/pegHITE)    Davenport University Merit Page: <http://meritpages.com/pegHITE>

---

## Purchasing Professional

Manage all aspects of Purchasing & Materials through strategic planning, supplier selection, cost reduction and value analysis initiatives. In addition, handle flow of all raw materials: stainless, carbon steel, bronze, aluminum, plastics (UHMW & Delrin). As well as Outsourced fabricated and machined parts, castings, domestic and international components (motors, drives, cylinders, PLC controls, and enclosures, etc.).

### KEY STRENGTHS

---

Ability to prioritize	Effective communication	Forecasting
Inventory and Logistics	Key performance indicators	Key relationship management
Lean manufacturing	Negotiation	Proactive leadership
Process improvements	Sourcing Methodology	Vendor Managed Inventory

### EMPLOYMENT HISTORY

---

**Purchasing & Materials Manager**  
Altron Automation, Hudsonville, MI

June 2015 to Present

The leader of a strategic purchasing/materials team of 6 employees with a total spend of \$15M. Forecast inventory requirements, assessed risks and purchased inventory for 2 locations while providing both weekly and monthly analytical reports to upper management.

- Improved supplier on-time delivery by 20% using a KPI goal and tracking system created in excel
- Worked with suppliers to implement Consignment and VMI for high volume items
- Negotiation of contractual pricing agreements with vendor representatives
- Developed and implemented process improvement plan to expedite the return of defective material to suppliers, increasing inventory accuracy and freeing capital.
- Developed and executed quarterly projects to improve materials performance metrics in three key areas; cost avoidance, quality & delivery.
- Led purchasing team's contribution to improve inventory turnover rate by 28%.
- Ensure material is received in a timely manner and delivered to the production floor without exceptions.
- Coordinate and work with quality, engineering, machining and assembly operations to ensure 100% on-time delivery by establishing and monitoring schedule to proactively identify and address any issues.
- Maintains a safe and healthy work environment by implementing, maintaining and aligning company policies that adhere to local, state and federal environmental, health and safety regulations.

# PEG HITE

2649 Thorn Creek Street, SE, Grand Rapids, MI 49508    ♦    Cell: 616-406-6007    ♦    [pegHITE2@yahoo.com](mailto:pegHITE2@yahoo.com)  
LinkedIn: [www.linkedin.com/in/pegHITE](http://www.linkedin.com/in/pegHITE)    Davenport University Merit Page: <http://meritpages.com/pegHITE>

---

## **Purchasing Manager**

June 2011 to June 2015

Specialty Tooling Systems, Grand Rapids, MI

Responsible for sourcing new and/or alternative suppliers and materials  
Evaluate and monitor supplies to ensure compliance with terms and conditions  
Ensure the shortest turnaround on components & raw materials without compromising price or quality  
Conduct market research to determine appropriate price levels for market  
Negotiate purchases to ensure the lowest cost on new items and improved pricing for current items  
Work with suppliers and freight forwarders to reduce freight costs and ensure timely deliveries  
Annual Spend of \$5M

## **Buyer/Administrative Assistant**

February 2010 to March 2011

Distinctive Machine Corp., Rockford, Michigan

Process bill of materials and determine appropriate vendors based on job and components  
Submission of request for quotes to vendor as well as comparison of vendor quotes upon return  
Award job based on price and delivery and enter approved purchase order into ERP system  
Utilization of blanket PO's as appropriate to improve consistency and price  
Entered accounts payable invoices and job costing summaries to determine overall cost  
Processed the addition of liens on un-paid customer equipment or removal upon payment  
Entered and verified data from payroll time cards to complete payroll

## **Junior Accountant**

March 2008 to February 2010

ATEK Medical, Grand Rapids, Michigan

Review and approve new customer credit limits and maintain existing accounts  
Perform collection of past due customer accounts and resolve issues to expedite payment  
Receive and process manual, ACH and EDI payments from customers  
Monitor and reconcile 4 bank accounts for Grand Rapids and Costa Rica, in addition to Chase "purchase cards"  
Account Reconciliations for A/R, A/R manual, fixed assets, creation and entry of month-end journals  
Compensation, benefits and processing of payroll for Grand Rapids and Costa Rica  
Processing of authorization for capital expenditures, maintaining and depreciation of fixed assets  
Reports such as cash forecasting to help predict or identify potential cash shortfalls

## **Sales & Pricing Administrator**

April 2005 to March 2008

American Metal Products a div. of Hart & Cooley, Grand Rapids, Michigan

Maintain and manage all pricing databases before, during and after increase implementation  
Manage pre and post sales activities such as monitoring of product pricing, implementing of price increase letters and customer rebates.  
Implement new customer pricing, special pricing &/or job quotes and specific concerns  
Sales tracking reports and administrative support to sales team as needed  
Processing of commission checks and sales summaries for salesmen

# PEG HITE

2649 Thorn Creek Street, SE, Grand Rapids, MI 49508    ♦    Cell: 616-406-6007    ♦    [pegHITE2@yahoo.com](mailto:pegHITE2@yahoo.com)  
LinkedIn: [www.linkedin.com/in/pegHITE](http://www.linkedin.com/in/pegHITE)    Davenport University Merit Page: <http://meritpages.com/pegHITE>

---

## ACCOMPLISHMENTS

---

### Altron Automation:

Received high recommendation from all shop employees to assume the role of materials manager in addition to current role of purchasing manager upon the retirement of ex-materials manager. In addition to this added role, I had to hire and train a total of 4 new employees; concurrently while still ordering, receiving and processing material to keep production up and running.

### Specialty Tooling Systems:

Saved the company thousands of dollars on finance charges and other burden charges upon hire as purchasing manager. This was accomplished by negotiating company terms from "credit card" and/or "cash in advance" to Net 30/45 day terms after bankruptcy with all vendors. Saved both time and money by reducing costs on inventory items by implementing a JIT system which allowed us to increase efficiency and decrease waste while alleviating capital.

### Davenport University:

Maintaining a high GPA and earning the accomplishment of both the President and Dean's lists, while working a full-time demanding job throughout my academic education at Davenport University. This achievement tells me nothing is impossible, you just need to work hard to achieve it.

## EDUCATION

---

Bachelor of Science in Business Administration (Safety Management): 2014  
Davenport University - Grand Rapids, MI

President's List: Winter 2014, Fall 2014, Winter 2015

Dean's List Fall 2012, Winter 2013, Fall 2013

National Society of Leaders through high achievement at Davenport

Certified Professional Purchasing Manager (CPPM): Planned 2018

## SKILLS

---

Analytical, AS400, Collections, Contracts, Cost avoidance, Cost reduction, EPA, Fed Ex, Forecasting, Health & Safety, Inventory, Job Costing, Key point indicators, Logistics, LTL, LT, Materials, MRO, MRP, Oracle, OSHA, Negotiation, Problem-Solving, Procurement, Purchasing, Quality, RAW Materials, RFP & RFQ, Relationship management, Sales, SAP, Steel, Strategic planning, UPS and VMI.