**Alma Rose**

**3417 NE 81st Terr**

**Kansas City, Mo**

**Cell (816) 799-7225**

**QUALIFICATION HIGHLIGHTS**

Over 20-year’s successful Procurement/Materials experience in systems in electronics,manufacturing industry.

Experience with interacting with NPI Project Management, R&D, Engineering and Manufacturing groups, in a fast pace environment while balancing conflicting priorities.

Worked with prototype, new products and design engineering on future requirement, commodity technology.Extensive experience with MRP-Systems.

Experience with the following commodities, which includes offshore: Machining, Outsourcing, PCB’s and Assembly’s, Electronic/Electro-Mechanical Components, Passive & Discrete, Hardware/Software, Capital Equipment & Accessories, Computers, MRO-Services, Software/Hardware, Cables, Cable Assemblies, Optics/Fiber Optics, Vendor surveys evaluation/selection.

**PROFESSIONAL EXPERIENCE**

Plan, coordinate and perform a wide variety of complex procurement arrangements covering national, regional and professional environments. Responsible for preparation of RFQ, placement of PO’s for goods and services, monitor supplier performance (quality, delivery, service, pricing) & other customer support issues as required. Vendor returns products, RMA, MRB, transaction/procedures. Sourcing, selecting and qualifying supplies: preparing and analyzing, quotation in supplier selection process policy. Supervisor of QA that directed 10 employees, to ensure quality compliance with vendors.

WORK EXPERIENCE

**Harrah’s Casino 8/18 to 10/20**

Server

Duties for this position are working with the public in the buffet. Serving drinks,

re-busing tables ,giving refills ,resetting tables for the next customer. At the end of the shift

clean all tables in your section,cleaning sugar caddies and refilling them,clean creamer bowls and refill making sure creamers are not outdated, making sure salt and pepper shakers are clean and filled. Cleaning up the station by taking out tea containers,cleaning coffee machines,cleaning juice machine,removing caps on soda machine,Washing down station and restocking for the next shift. Roll silverware making sure all cabinets are stocked for the next shift.

Winco Foods 12/15 to 09/17

Cashier

Duties for this position are to work at the register checking out customers with their purchases.

Greet the customers ,ask if there is anything else that I can help them with. Restock bag’s clean up the check stand’s look for products that were left at the register by the customer and return to the area it came from.

Aerotek (Net Optics) 12/12 to 04/13

 Buyer

Duties for this position are to help with planning material in the purchasing department.

Such as doing the card drops for material using the Kanban system. Placing new purchase

orders for kanban. In charge of moving material on NCR’S to the MRB area making sure all material moves in a timely manner through the system. Getting RMA’s for material going back to supplier’s and identifying the problem material. Duties also include archiving purchasing files, filing new purchase orders.

**OptiMedica 6/11 to 8/11**

**Santa Clara, CA Buyer**

Duties for this position are purchasing materials for the laser eye system used for cataracts.

Order all MRO’s work with engineering on new ECO’s making sure that all of the new materials

were up to the latest Rev level. Implemented shipping and receiving on return RMA’s confirming materials were shipped in a timely manner. Purchase test equipment, tools, raw materials, packaging materials, parts, services, and/or supplies necessary for operation of an organization. Also working with accounting on invoices and credit card charges making sure all discrepancies were cleaned up. Expediting on the past due report to get material in on time or to push out for a later delivery date. Software used was GP (Great Plains)

**Neutronix / Qunitel 04/10 to 6/11**

**Morgan Hill, CA Buyer/Admin**

Duties for this position are purchasing materials for the Photolithography system. Procure material shortages by expediting when necessary. Purchase test equipment, tools, raw materials, packaging materials, parts, services, and/or supplies necessary for operation of an organization. Answer the phones and direct callers to the appropriate personnel. Also report to the VP as the assistant for all her appointments and personal needs Also in charge of facilities including setting up customer meetings and when needed AR (accounts receivable). We use SYSPRO software to enter purchase orders, accounting and finance data entry.

**Manpower Staffing 09/08 to 4/10**

**Fremont, CA (Contracting/Temp)**

Duties for this position were to work at Bank of America processing federal tax returns. Such as sorting scans and non-scan vouchers payments. Open mail and sort large payments from

payments that were to be paid later. Also work on UAW election for choosing Union members

**A-1 Staffing** **08/07 to 09/08**

**Kansas City, MO Buyer**

Duties for this position are to update purchase orders and to expedite on past due material. During this time I was transferred to oversee all shop orders and customer orders for assembly. I would load in the customer order in BPCS and then enter the shop order into SAP. I worked close with the assembly manager and purchasing department making sure material was delivered on time.

**Butler International 09/06 to 08/07**

**Milpitas, CA (Buyer Contracting/Temp)**

While working for Butler International I was placed at Spectra Physics. Duties for this position were to purchase material for the Laser system. The commodities included wire, cables, resistors, capacitors and PCB's. I was responsible for the MRB shelf and the variance area. Interface with Engineering on all changes for in house and outside suppliers. Responsible for preparation of RFQ placement of PO’s for goods and services, monitor supplier performance (quality, delivery,service and pricing) & other customer support issues as required.

RFQ

**Kohls Department Store 09/06 to 07/07**

**Fremont, CA (Part time)**

While at Kohl’s I was in the housekeeping department. I was to clean the bathroom mop in the lunchroom, vacuum assigned area for the day. Take out trash up stairs and down stairs. Dust all displays, clean windows and mirrors, and change light bulbs, clean outside around the store making sure the outside trash was taken care of. Restock shopping bags, return clothes hanger to shipping and receiving area. Help bag customer’s purchases, help customers with large item purchases to their car. To restock and clean up the bedding area when the store was busy.

**Wynn Casino 04/06 to 09/06**

**Las Vegas, NV Housekeeping**

While at Wynn Casino My duties for this position were to clean the casino floor, such as mopping the marble, cleaning the gaming machines, empty the ashtrays, pick up drink glasses, and cleaning the main bathrooms. Take out trash, restock bathroom supplies, clean the conference rooms, Dust and vacuum, and clean the country club dining area and outside dining area.

**Integrity Staffing 02/05 to 04/06**

**Las Vegas, NV (Contracting/Temp)**

While at Integrity Staffing I was placed at Grand Products. . Duties for this position were preparation of RFQ, placement of PO’s for goods and services, monitor supplier performance (quality, delivery, service and pricing) & other customer support issues as required. I was also responsible for training employees on the proper techniques of soldering, wiring and building cables

**SNP Staffing 11/04 to 02/05**

**San Jose, CA MRO Buyer/Sr. Buyer**

**(Contracting/Temp)**

While at SNP Staffing I was placed at Credence System, as the MRO buyer. Duties for this position were to purchase all material for the rework area and Engineering Department. I placed purchase orders for the test department and IT department buying, thousands of dollars of test equipment and software. Purchase test equipment for engineering, tools, raw materials, packaging materials, parts, services, and/or supplies necessary for operation of an organization.

**TCI International 02/00 to 11/04**

**Fremont, CA Sr. Buyer/Planner**

Duties for this position were to purchase 85% of the material for the AM and FM antennas. Material included cables, PCB, wire, all passive components, insulators and other material that pertained to the Antenna. I was responsible for all office supplies such as fax machines copier, paper, and toner. I was also responsible for RFQ, MRB and, to monitor supplier performance (quality, delivery, service, pricing) & other customer support issues as required. I was responsible for setting up overseas shipments for the job site.

**TIW-Systems 09/99 to 02/00**

**Santa Clara, CA Buyer-Planner**

Duties for this position were to purchase all test equipment for the job site shipping the equipment to various countries. Ordering special paint for the Satellite dish, Interface with Engineering on all changes to the material on order

**Marconi Communication** **03/98 to 09/99**

**San Jose, CA Sr. Buyer/Planner**

Duties for this position were to purchase all test equipment for Engineering. To monitor past due reports, call on suppliers for updates on deliveries. Purchase all office equipment. Responsible for RFQ, MRB and monitor supplier performance.

**Education**

High School

De Anza QA course

OIC (Electronics)

**COMPUTER SKILLS**

Oracle 11.I, Excel, MS Word, SAP, BPICS, (Business Planning and Control System) Syspro, & GP (Great Plains)