

**JACK JEFFERSON**  
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Any City, State 55555

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A senior buyer with 17 years' purchasing experience in commercial and military manufacturing environments. Strengths include negotiating, team leadership, reducing administrative costs and quality control. A versatile, energetic professional who is dependable, organized, detail-oriented and never hesistant in establishing goals and priorities.

### ACCOMPLISHMENTS

- Produced cost savings of \$2.2 million by negotiating significant price reductions in electronic components.
- Standarized office supply purchases and negotiated a 50% cost reduction based on volume.
- Initiated a competitive bid system for delivery services that decreased costs by up to 45%, resulting in annual cost savings of \$100,000.
- Trained seven co-workers during the implementation of DataWorks, a software program designed to handle all aspects of the manufacturing system.
- Developed a cross-check procedure that uncovered excess freigth charges from suppliers, which resulted in at least \$5,000 in annual savings.
- Updated, revised and wrote procedures to assure compliance with purchasing standards and ISO 9000.
- Decreased the supplier base by more than 85%, resulting in standardization of product, quality control and purchase order reduction in compliance with ISO 9000.
- Conducted and analyzed quality surveys on suppliers to monitor and maintain "continuous improvement" policies, drastically reducing costs of material returns.

### PROFESSIONAL EXPERIENCE

**Sunnyland Corporation**, Los Angeles, California

2003-2008

#### Senior Project Buyer

Independently worked within the purchasing department of a leading edge manufacturer of in-line blending systems to procure meters, pumps, strainers, temperature and pressure gauges and computers.

- Responsible for the bidding and negotiation of more than 45 blanket purchase orders entailing fabrication, maintenance and repair contracts as well as operational expenses.
- Monitered the company's operational costs, saving more than \$26,000 in one year.

**Super Sales**, El Segundo, California

1999-2003

#### Supplier Specialist

Responsible for the procurement and quality of 600 items and 126 million parts within a \$2.5 million purchase budget.

- Negotiated contracts, resulting in projected cost savings of \$800,000 in one year.

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**Newfound Corporation**, Gardena, California

1997-1999

**Senior Buyer**

- Negotiated cost savings in excess of \$200,000 for purchased materials.

**Sea Technology, Inc.**, Los Angeles, California

1993-1997

**Buyer**

- Reduced supplier base by 50% and realized \$175,000 in annual cost savings.
- Reduced purchasing costs by \$8,000 in first contract negotiation session.

**EDUCATION**

**El Camino College**, Torrance, California

**Associate of Arts**, 1993

**California State University, Dominguez Hills**, Carson, California

Certificates in Purchasing & Contract Management

**TECHNICAL AND OTHER SKILLS**

Windows NT Workstation 4.0, Microsoft Office 2007 (Outlook, Word, PowerPoint, Excel)  
Front Line Leadership – State Training Program  
Total Quality Management training