

JACK JEFFERSON
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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 hesitant in establishing goals and priorities.

ACCOMPLISHMENTS

- Produced cost savings of \$2.2 million by negotiating significant price reductions in electronic components.
- Standardized 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 freight 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.
- Monitored 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 Art, 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