

BETTY M. BUYER

COMPUTER SKILLS

- Proficient with Microsoft Office suite applications
- Experienced with manufacturing management/product procurement systems

PROFESSIONAL EXPERIENCE

2000-2006 **High Tech Company** City, IL

Industrial Switchboard and Lighting Panel Manufacturing

Procurement/Inventory Management Specialist

- Determined raw material needs to support production cycle through daily review of manufacturing management system
- Procured, scheduled and expedited raw materials to facilitate timely delivery
- Planned, scheduled and monitored material movement through production cycle
- Dispositioned non-conforming materials with appropriate vendors
- Resolved delivery, quality and related issues with purchases and invoices
- Detected and resolved inventory discrepancies through daily audits
- Prepared monthly purchasing and inventory database reports
- Monitored vendors monthly to ensure delivery and quality standards were met
- Supervised personnel conducting annually required physical inventory

1994-2000 **Computer Technology Company** Another City, IL

Computer Memory Manufacturing Plant

Buyer

- Negotiated with vendors to obtain best pricing and terms for components such as: capacitors, resistors, drums, printed circuit boards and logic
- Facilitated timely product delivery through effective component acquisitions

Purchasing Assistant

- Generated work orders for manufacture of stock inventory and special orders
- Processed all backordered products
- Coordinated activities with manufacturing to prioritize workloads

Incoming Quality Control Inspector

- Inspected incoming vendor products and internally manufactured products
- Maintained inventory quality control standards
- Facilitated warehouse operations

Return Materials Processor

- Evaluated, tested and dispositioned returned products
- Assisted internal and external customers with order discrepancies

EDUCATION

2003 College of Lake County Grayslake, IL
Associate of Arts in Business