

JANE DOE

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▪ OFFICE MANAGER / PURCHASING AGENT ▪

~ DEDICATED TO CREATING A CONSTRUCTIVE AND RESULTS- CENTERED WORKING ENVIRONMENT ~

Energetic and committed professional with a solid career background encompassing office management, purchasing and customer service. Utilize extensive supervision and organizational abilities in contributing to the growth of diverse individual and team-oriented environments. Collaborative team leader, effectively guiding various individuals in realizing their full potential and achieving maximum results. Approaches each day with eagerness and vision, determined to reach company goals by employing a strong work ethic, together with a solid knowledge base. Core Competencies Include:

- Cost Control/Inventory
- Accounts Payable & Receivable
- Data Entry/Ten Key
- Price Negotiation
- Management/Supervision
- Customer Service
- Time-Management Skills
- Phone Communication
- Research & Evaluation
- Adherence to Company Policies

PROFESSIONAL ACCOMPLISHMENTS

- **Recognized as employee of the month and year in 1999** as an insightful and dedicated Purchasing Agent for Printcraft Litho Flexo, consistently procuring the highest quality of products at the lowest possible cost, and contributing to the expansion and growth of company.
- Demonstrate strong management abilities with a **proven track record supervising and guiding various colleagues in achieving maximum results** through positive reinforcement and extensive leadership skills.
- **Responsible for creating a constructive and safe living environment for all residents of Pine Brook Assisted Living** as a successful Certified Nursing Assistant, assisting individuals in effectively accomplishing daily tasks and routines as a dynamic leader.
- **Employ solid interpersonal and communication skills**, effectively establishing and sustaining quality relationships with all colleagues and customers.

PROFESSIONAL EXPERIENCE

Company One- City, ST, 2000- Present

Purchasing Agent / Customer Service Representative

Provide estimates and place various orders; oversee inventory of where housed stock; answer telephones and assist numerous customers; collaborate with all colleagues and clients.

- **Customer Service-** Coordinate clients' direct mail pieces, while assisting various customers in developing innovative and effective ideas for printed items, employing strong interpersonal and communication skills in maintaining a solid client base.
- **Purchasing/Inventory-** Purchase all office supplies and printed materials for company and effectively manage inventory of stock paper, demonstrating strong leadership and administrative abilities.

Company Two, City, ST, 2006-Present

Certified Nursing Assistant

Monitored the daily routines and activities of all residents, assisting individuals in successfully completing various tasks. Performed light housekeeping functions. Supplied residents with daily medications. Cooperated with staff at all levels, while providing exceptional customer service.

- **Time Management Skills** - Exhibited the ability to successfully perform multiple tasks simultaneously in dual role as Purchasing Agent and Nursing Assistant, utilizing strong time-management and organizational skills in generating maximum results.

(Professional Experience Continued)

- **Management / Supervision** - Assisted various residents in accomplishing several goals with daily activities and routines, administer medication distribution and take vital signs as necessary, contributing to a constructive and safe living environment.

Company Three, City, ST, 1993- 2006

Purchasing Agent - 1994 - 2006

Managed all aspects of the purchasing department and supervised the daily job functions of mentally impaired employee. Administered the Riso (in-house painting) department. Printed all videos, slides, printed materials, and office supplies and maintained all purchase reorders. Developed and sustained a positive rapport with all staff and clients.

- **Employee of the Month** - Recognized as employee of the month for five consecutive months as a direct result of consistently guiding various colleagues in achieving excellence and successfully demonstrating strong leadership skills.
- **Cost Control / Price Negotiation** - Effectively analyzed various financial reports, price proposals, and other data in order to determine practical prices, researched and evaluated the availability, reliability, production and distribution capabilities of suppliers, demonstrating strong analytical and organizational skills.

Accounts Payable Clerk - 1993- 1994

Performed extensive accounts payable, operating Lotus spreadsheets in performing numerous payroll functions. Configured and submitted sales tax for various states. Cooperated with staff at all levels in developing viable ideas and solutions. Extensive customer service.

- **Accounts Payable / Receivable** - Successful backup person for receipts clerk and cutting payroll checks, utilizing company software in pairing invoices with corresponding receiving reports, and contributing to a constructive working environment.

EDUCATION & CERTIFICATIONS

Certified Nursing Assistant - Major: Nursing,
Name of College, City, ST

PROFESSIONAL ORGANIZATIONS / AFFILIATIONS

Member; National Association of Purchasing Management

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