**Steven T. Dever**

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**Job Objective:**

Enthusiastic, hard-working, and highly motivated Purchase Manager with extensive experience in inventory and supply chain management, vendor negotiation, and developing purchasing strategies to meet business targets. Adept at researching, understanding market demands, and coordinating activities to ensure minimal delay. Good leadership and communication abilities.

**Summary of Skills:**

* Sound knowledge about inventory management, warehouse, logistics, sourcing, and contract terms
* Familiar with various purchasing activities, reviewing quarterly reports for identifying issues, and recommending possible solutions
* Skilled in inspecting goods, auditing vendors, and negotiating contract
* Expertise in maintaining Excel/Google spreadsheets, and working with supply chain management software
* Team player capable of quick decision-making with good problem-solving skills
* Exceptional in negotiation, and strong written and verbal communication skills

**Work Experience:**

Purchasing Manager

Plibrico Company, Houston, TX

November 2016 – Present

* Overseeing daily operations of the purchase department, and preparing annual budget
* Reviewing purchase requisition of various department, and providing necessary information on when raw materials or equipment will be available so that production schedule is managed accordingly
* Working closely with the sales and inventory control team to design strategic purchasing systems
* Reviewing, evaluating, and implementing advanced purchasing system
* Supporting the account department in resolving issues pertaining to invoicing and payment disbursal
* Responsible for interviewing prospective vendors, visiting suppliers plants or manufacturing workshops to assess, and learn about products, cost and vendor services

Purchasing Clerk

Plibrico Company, Houston, TX

April 2013 – October 2016

* Took overall responsibility for all purchasing activities, including inventory management and supervised a team of 20 personnel for dispatching customer orders
* Verified goods received and coordinated with the warehouse manager for systematic storage
* Arranged for dispatching damaged materials and send credit notes to respective vendors
* Prepared and met purchasing department budgets for two consecutive years
* Maintained clear and organized records to ensure that all reports/invoices are filed and stored properly in the database
* Negotiated contracts with vendors and performed regular audit on them
* Directed and coordinated activities of the staff in purchasing department, logistics, and sales

**Internship:**

Assistant Buyer

Essendant Enterprises, Houston, TX

August 2011 – March 2013

* Made necessary revisions on purchase orders or cancellations, and notified the vendor of the changes
* Coordinated with the team to assist in purchase order management, vendor interaction, and product selection
* Provided input for changes or development in equipment, and substitute materials
* Followed up with new vendors for requesting JPG files or catalogs that contained information necessary for product selection
* Negotiated on purchase contract with vendors, suppliers, and wholesalers on behalf of the company
* Tracked all shipments using technology, determined estimated arrival times, and notified about delays to respective departments
* Reviewed and generated quarterly reports for small business vendors, and resolved transaction issues

**Education:**

* Master's Degree in Business Administration
Express University, Houston, TX
2011

**Certifications:**

* Certified Professional in Supply Chain Management, 2016
Certified Purchasing Professional, 2013

**Reference:**

On request.