

Shana Ellen

Coffee buyer

Employment History

Coffee Buyer at Dunkin' Donuts, IL

Jun 2022 - Present

- Negotiated price with coffee bean suppliers from \$1.2 to \$0.8 per pound and saved the company an estimated \$240,000 annually.
- Sourced new coffee bean supplier that increased quality of beans by 20% while maintaining cost at \$0.8 per pound.
- Tasted and selected 12 different types of coffee beans for the company's product line.
- Implemented a system to track inventory levels of all coffees bought which resulted in reducing waste by 5%.
- Monitored international markets for changes in pricing or availability of certain types of coffee beans.

Assistant Coffee Buyer at Starbucks, IL

Sep 2021 - Apr 2022

- Successfully negotiated a 5% decrease in the price of coffee beans from one supplier.
- Successfully sourced an alternative supplier for coffee beans when the primary supplier was unable to meet demand.
- Worked with roasting team to develop new blends of coffee that were well received by customers.
- Conducted market analysis on pricing trends and made recommendations to management on how to adjust pricing accordingly.
- Analyzed customer feedback and developed strategies for improving customer satisfaction scores related to coffee products.
- Created monthly reports detailing sales volume, margins, inventory levels, and other relevant data points for senior management review.

Trainee Coffee Buyer at Peet's, IL

Aug 2015 - Aug 2021

- Negotiated and secured contracts with coffee growers in Brazil, Colombia, and Ethiopia totaling \$2.5 million annually.
- Researched new types of coffee beans and recommended purchase of 3,000 pounds of Kenyan AA Coffee Beans.
- Trained 5 new Trainee Coffee Buyers on purchasing process and techniques.
- Evaluated 20 different samples of Peruvian organic fair trade coffee to select the best one for our company to buy.
- Tasted 100 cups of various coffees from around the world to expand my palate.
- Worked with Head Roaster on creating 2 new blends.

Certificates

Certified Coffee Taster

Jan 2021

Certified Q-Grader

May 2019

✉ shana.ellen@gmail.com

☎ (209) 937-3652

📍 4684 Sunrise Court, Glenview, IL 60025

Education

High School Diploma at Highland Park High School, IL

Aug 2010 - May 2015

In high school I learned how to study for and take tests, how to do research, and how to write papers.

Links

[linkedin.com/in/shanaellen](https://www.linkedin.com/in/shanaellen)

Skills

Coffee buying

Coffee roasting

Cupping coffee

Green coffee bean selection

Transporting and storing green coffee beans

Blending coffees

Languages

English

Arabic

Hobbies

Listening to music

Travelling

Cooking