

Merriam Secoy

Purchasing Agent

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☎ (102) 521-6398

📍 1234 Elm Street, Louisville, KY
40202

Education

High School Diploma at Kentucky High School

Aug 2014 - May 2019

I have learned how to study for and take tests, how to do research, and how to write essays.

Links

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

Skills

Negotiation

Communication

Organization

Planning

Time Management

Research

Budgeting

Languages

English

Indonesian

Hobbies

Listening to music

Watching movies

Reading books

Profile

I am a purchasing agent with over three years of experience in the industry. I have worked with a variety of clients, from small businesses to large corporations. I have an excellent eye for detail and my negotiation skills are second to none. I am able to find the best deals on products and services, and always work within budget constraints. My goal is always to get the best possible price for my clients without sacrificing quality or service levels.

Employment History

Purchasing Agent at National Purchasing Partners, KY

Apr 2022 - Present

- Negotiated with vendors to secure the best possible prices for goods and services.
- Reviewed invoices for accuracy and discrepancies before authorizing payments.
- Monitored inventory levels and placed orders as needed to maintain optimal stock levels.
- Managed relationships with key vendors, developing a network of reliable sources for high-quality merchandise.
- Created detailed reports tracking spending patterns and identifying areas where cost savings could be achieved.
- Trained new employees on purchasing procedures.

Purchasing Assistant at Kentucky Association of School Administrators, KY

Aug 2019 - Feb 2022

- Negotiated with vendors to secure best prices and delivery terms for goods and services.
- Reviewed invoices for accuracy before approving payment.
- Maintained updated records of approved suppliers, vendor contact information, and purchase history.
- Monitored inventory levels and placed orders as needed to ensure stock was sufficient to meet demand.
- Entered data related to purchasing transactions into company database.
- Coordinated with other departments within the company (e.g. accounting, sales) to resolve issues.

Certificates

Certified Purchasing Manager (CPM)

Aug 2020

Certified Professional in Supply Management (CPSM)

Jun 2019