

# BETTY M. BUYER

## COMPUTER SKILLS

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

## PROFESSIONAL EXPERIENCE

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**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

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