

Kellie Weidinger

Purchasing Agent

Profile

Details

kellie.weidinger@gmail.com

(100) 566-2342

123 Main St, Billings, MT 59101

Detail-oriented Purchasing Agent with 2 years of experience in procurement, vendor relations, and inventory management. Demonstrated ability to negotiate favorable pricing and delivery terms, streamline purchasing processes, and effectively collaborate with cross-functional teams. Strong analytical skills and a keen eye for identifying cost-saving opportunities, ensuring optimal resource allocation and efficient supply chain management. Committed to maintaining strong supplier relationships and driving continuous improvement in procurement operations.

Employment History

Purchasing Agent at Montana State Procurement Bureau, MT

May 2023 - Present

- Successfully negotiated a 15% cost reduction on a major technology procurement contract, resulting in annual savings of \$500,000 for the Montana State Procurement Bureau.
- Implemented a new supplier evaluation system, increasing efficiency by 25% and reducing lead times by an average of 10 days for critical purchases across various departments.
- Managed a purchasing budget of \$10 million, achieving 98% on-time delivery of goods and services while maintaining a 95% accuracy rate in order tracking and reporting.
- Developed and executed a strategic sourcing initiative for office supplies, consolidating vendors and reducing overall costs by 20%, amounting to a yearly savings of \$200,000 for the organization.

Assistant Purchasing Agent at Underriner Motors, MT

Jul 2021 - Mar 2023

- Successfully negotiated a 15% discount on bulk purchases from suppliers, resulting in annual savings of \$120,000 for Underriner Motors.
- Streamlined the purchasing process by implementing an inventory management system, reducing order processing time by 25% and improving overall efficiency.
- Established and maintained relationships with over 50 vendors, ensuring timely deliveries and a 10% improvement in order accuracy.
- Identified and implemented cost-saving measures on shipping and logistics, reducing transportation expenses by 18%, or \$75,000 annually.

Education

Bachelor of Business Administration in Supply Chain Management at Montana State University, Bozeman, MT

Aug 2016 - May 2021