

AVA WOGSLAND

Purchasing Assistant

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(642) 268-4196

1234 Sunshine Lane, Orlando, FL 32801



PROFILE

Dedicated Purchasing Assistant with 1 year of experience in effectively supporting procurement operations. Proficient in managing purchase orders, negotiating with suppliers, and maintaining inventory levels. Demonstrates strong communication and organizational skills, keen attention to detail, and a commitment to driving cost savings and process efficiencies.

LINKS

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

SKILLS

Negotiation

Budgeting

Inventory management

Supplier evaluation

Microsoft Excel

SAP software

Contract drafting

LANGUAGES

English

Russian

HOBBIES

Collecting vintage items

Gardening

Painting or drawing

EMPLOYMENT HISTORY

Purchasing Assistant at Florida Purchasing Assistant, FL

Mar 2023 - Present

- Successfully negotiated contracts with 50+ suppliers, resulting in a 15% cost reduction for the company and saving over \$500,000 annually.
- Streamlined procurement processes by implementing a new inventory management system, reducing order processing time by 25% and improving overall efficiency.
- Developed and maintained strong relationships with key vendors, leading to a 10% increase in on-time deliveries and a 5% reduction in lead times for critical products.

Junior Purchasing Assistant at , FL

Aug 2022 - Jan 2023

- Successfully streamlined the purchasing process for a major Florida-based company, resulting in a 15% reduction in procurement time and a 10% cost saving on an annual basis.
- Negotiated contracts with over 50 suppliers, leading to an average discount of 8% and ultimately saving the company \$200,000 in annual expenses.
- Implemented a new inventory management system that reduced excess stock by 30% and increased inventory turnover by 20%, improving overall efficiency and reducing storage costs.

EDUCATION

Associate of Applied Science in Business Administration with a focus on Purchasing and Supply Chain Management at Miami Dade College, Miami, FL

Sep 2017 - May 2022

Relevant Coursework: Supply Chain Management, Purchasing Principles, Inventory Control, Logistics, Operations Management, Business Analytics, Cost Accounting, and Business Communications.

CERTIFICATES

Certified Purchasing Professional (CPP)

Sep 2021

Certified Professional in Supply Management (CPSM)

Feb 2020

MEMBERSHIPS