

Melana Vonrotz

Purchasing Clerk

Profile

Detail-oriented Purchasing Clerk with 1 year of experience in efficiently supporting procurement processes, including order placement, documentation, and vendor communication. Proficient in inventory management and cost control, ensuring accurate tracking and timely delivery of goods. Demonstrated ability to maintain excellent supplier relationships and proactively resolve issues. Eager to contribute to a team-oriented environment and optimize purchasing operations for maximum efficiency and cost savings.

Employment History

Purchasing Clerk at West Virginia Purchasing Division, WV

Apr 2023 - Present

- Successfully negotiated contracts with over 50 suppliers, resulting in an average cost reduction of 15% and saving the West Virginia Purchasing Division approximately \$1.2 million annually.
- Implemented a new inventory management system that increased efficiency by 30%, reducing processing time for purchase orders from an average of 5 days to 3.5 days.
- Streamlined communication channels between the purchasing department and other government agencies, ultimately improving collaboration and reducing response time for requests by 40%.
- Conducted comprehensive market research and analysis on a quarterly basis, which led to the identification of new potential vendors that increased competition and drove down costs by an additional 10%.

Junior Purchasing Clerk at Charleston Area Medical Center, WV

Aug 2022 - Feb 2023

- Successfully negotiated contracts with 30+ vendors, resulting in a 15% average cost reduction on medical supplies and equipment for Charleston Area Medical Center.
- Streamlined the purchasing process by implementing a new inventory management system, leading to a 25% reduction in order processing time and a 10% decrease in stock discrepancies.
- Collaborated with the finance department to develop a comprehensive budget tracking system, leading to a 20% increase in budget adherence and a 5% overall reduction in operational expenses for the medical center.

Certificates

Certified Purchasing Professional (CPP)

Dec 2021

Certified Professional in Supply Management (CPSM)

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📍 123 Maple Street, Charleston, WV 25301

Education

Associate of Applied Science in Business Administration with a focus on Purchasing and Supply Chain Management at West Virginia University, Morgantown, WV

Sep 2018 - May 2022

Relevant Coursework: Supply Chain Management, Purchasing Principles, Inventory Control, Operations Management, Logistics, Business Analytics, Project Management, Business Law, and Financial Accounting.

Links

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

Skills

Negotiation

Inventory management

Supplier evaluation

Cost analysis

Microsoft Excel

Data entry

Time management

Languages

English