

## 1-PAGE SKILLS RESUME

### Bill Buyer

1160 Saddleridge Court, Watertown City, MN 12345  
 320-000-0000  
 billthebuyer@email.com  
 www.linkedin.com/mn/billbuyer

### OBJECTIVE

Purchasing Agent with The Parts Company in Watertown City, Minnesota.

### PROFESSIONAL EXPERIENCE

#### *INVENTORY MANAGEMENT*

- Meet internal and external customer same day demands by ensuring materials are in stock.
- Awarded performance bonus for maintaining meticulous inventory and sales records.
- Prepare purchase orders for over 12,000 stock-keeping units (SKUs).
- Administer procurement and resolve shipping errors.
- Assist with preparation of annual inventory budget in excess of \$1M. Obtain owner approval.

#### *ACCOUNTING*

- Record daily and monthly transactions for accurate receipt and disbursement information.
- Administer customer leases, monthly billing statements, and late payment fees.
- Negotiate contracts, fees, and authorize payment.
- Manage receivable balance, administer collections, and monitor cash flow.
- Analyze and present financial reports to onsite management and off-site ownership.

#### *CUSTOMER SERVICE COMMUNICATION SKILLS*

- Assess, recommend and help locate products and materials to satisfy customer needs.
- Respond to customer inquiries in-person, by phone, or by email.
- Resolve difficult sales and product performance situations to maintain excellent customer satisfaction while meeting company margin goals.

#### *COMPUTER SKILLS*

- Advanced Microsoft Office Excel skills, and proficient in Word, Power Point and Outlook.
- Use Customer Relationship Management (CRM) — Salesforce.com® to personally respond to customer inquiries and document actions taken.
- Desktop and mobile Internet Procurement and Order Processing System — JD Edwards.

### EMPLOYMENT HISTORY

<i>Inventory Control Specialist</i> , Distribution, Inc., Somewhere, MN	2013 – Current
<i>Apartment Property Manager</i> , Lloyd Management, Collegetown, MN	2010 – 2012
<i>Parts Associate</i> , Value Auto Parts, Collegetown, MN	2009 – 2011

### EDUCATION

<i>Associate of Applied Science in Accounting (A.A.S) degree</i> Central College, Collegetown, Minnesota	2012
---	------

### AWARDS, CERTIFICATIONS & ADDITIONAL TRAINING

<i>National Career Readiness Certificate (NCRC)</i> , Gold Certification #GHH596Q	2013
<i>Team of the Year</i> – national achievement award to recognize sales increases	2010