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**SUMMARY of QUALIFICATIONS:**

Career Business Professional with successful experience in Purchasing, Planning, Sales and Operations in ISO9000 Organizations. Possess strong interpersonal and leadership skills; dependable, loyal and diligent work ethic. Proven ability to assume responsibility and work autonomously. Ability to assimilate information, to draw on past experiences and make sound decisions.

**PROFESSIONAL EXPERIENCE:**

**Appraisals Unlimited, Needham, Massachusetts** Jan, 2003 to Present

Trainee with and accumulated 2,500 hours plus work experience.

Massachusetts Certified Residential Appraiser #70985

Direct access to MLS, Banker & Tradesman and a Member of the Berkshire County Board of Realtors for Multiple Listing Service.

**PCD Inc; Peabody, Massachusetts** Jan, 2001 to Jul, 2002

PCD is a manufacturer of electrical connectors for Commercial and Defense Avionics and Hi-tech Manufacturers for the automation of equipment and for PLC applications.

**Profile: Supply Chain Management**

**Material Planner/Buyer Manager**

- ◆ Purchasing Manager for Avionics, Industrial and Mexico operations
- ◆ Scheduled and Procured material during two consecutive record quarters totaling \$10.3M in Avionics sales
- ◆ Implemented a Volume Purchase Program with vendors resulting in 25% reduction in material cost
- ◆ Analyzed and Reduced inventory \$1.5M over 9 months utilizing Oracle MRP System
- ◆ Increased turns in Inventory from 1.5/quarter to 3.2/quarter in the Avionics Division
- ◆ Interfaced with sales on production status and responsible for goal of 100% on time delivery to customers

**Profile: Shipper/Receiver/Warehouse Manager**

**Inventory Control Supervisor**

**Material Planner – Mexico Operation**

- ◆ Redesigned warehouse floor plan resulting in more efficient utilization of existing space
- ◆ New floor plan increased accuracy of shipments by 20%
- ◆ Relocated Sub-Inventory's closer to Manufacturing Area to increase efficiency and productivity
- ◆ Initiate daily cycle count program; alleviated problems for annual inventory and pro-actively assisted purchasing and production with accurate inventory and quality control for materials
- ◆ Negotiated a direct shipment program from suppliers to the production operations in Mexico
- ◆ Responsible for Scheduling Production and Material Requirement for Mexico Production

**Ionics Inc; Watertown, Massachusetts** Oct, 1991 to Jan, 2001

A world leader in separation technology involved in the manufacturing and sale of membranes and related equipment for the purification, concentration, treatment and analysis of water and wastewater.

**Profile: Sales/Operation Management**