

**Barbara A. Buyer**

20 Vendor Terrace  
Boston, Massachusetts 02111  
617/ 000-0000

PURCHASING

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**Professional Experience:**

**Buyer**

UJM INDUSTRIES • Boston, MA

1986 to July, 1987

(\$600M clothing manufacturer and service division of KOL Associates)

- Purchased trim for 8 major women's apparel accounts (domestic and international).
- Established target costing and maintained supplier price/quality comparisons. Research and select all vendors.
- Negotiated favorable price and delivery.
- Assisted Marketing/Production to design and develop cost-effective trim options.
- Coordinated shipments of trim and fabric from vendors to contractor, and shipments of finished product from contractor to distribution centers.
- Conducted, computerized, and reported on physical inventory of distribution center. Participated in developing inventory sell-off programs.
- Received a rapid promotion from Purchasing Coordinator.

**Buyer/Expeditor**

CVF • Boston, MA

1985 to 1986

(Electronics R&D firm)

- Purchased electronic components, computer hardware, office supplies and machines, business forms, packaging, and hardware.
- Selected vendors, negotiated price/delivery, and maintained vendor performance files.
- Assisted in the development of a Traveling Purchase Requisition form and a company Purchasing Manual.

**Sales Assistant**

GTR BUSINESS SUPPLIES • Boston, MA

1984 to 1985

**Purchasing Assistant**

FDE COMPUTER CORPORATION • Boston, MA

1982 to 1984

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**Education:**

**Bachelor of Science in Business Management Candidate**

GHY UNIVERSITY • Boston, MA

**Liberal Arts Studies**

ASW COMMUNITY COLLEGE • Boston, MA

1978 to 1979

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*References available upon request*