

Aisha Patel

aisha.patel@example.com • (555) 123-4567 • Los Angeles, CA • linkedin.com/in/aishapatel

SUMMARY

Detail-oriented Mid Level Buyer with over 5 years of experience in procurement and supply chain management. Proven track record of negotiating contracts that reduce costs and enhance supplier relationships.

EXPERIENCE

Buyer

Jan 2022 - Present

Tech Solutions Inc., Los Angeles, CA

- Negotiated supplier contracts resulting in a 15% reduction in costs, saving \$250,000 annually.
- Managed procurement of materials for multiple projects, ensuring timely delivery and reducing lead times by 20%.
- Implemented a new inventory management system that improved tracking efficiency by 30%.

Assistant Buyer

Jun 2019 - Dec 2021

Global Retail Group, San Diego, CA

- Collaborated with vendors to streamline purchasing processes, decreasing order processing time by 25%.
- Analyzed market trends to forecast inventory needs, resulting in a 10% increase in sales due to optimized stock levels.
- Assisted in budget management, contributing to a 5% reduction in overall purchasing expenses.

Procurement Intern

May 2018 - May 2019

Manufacturing Co., San Francisco, CA

- Supported the procurement team in sourcing components, achieving a 15% cost savings on bulk orders.
- Conducted market research to identify new suppliers, expanding the vendor list by 20%.
- Created procurement reports that enhanced visibility on spending and supplier performance.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of California, Los Angeles, Los Angeles, CA • GPA: 3.7

SKILLS

Technical Skills: Contract Negotiation, Supplier Relationship Management, Inventory Optimization, Market Analysis

Tools & Frameworks: SAP, Oracle Procurement Cloud, Microsoft Excel, Tableau