

# ROBERT N. REYNOLDS

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## PURCHASING AGENT

Shipping Clerk & Material Handler and Receiving

Hard-working, Dedicated, and Creative **Purchasing & Shipping Agent** has 23+ years of cumulative working experience and proven expertise in providing dynamic direction in regards to the Shipping processes and Procurement initiatives, assuring compliance with target parameters - safety, short throughput times, and high adherence to customer delivery dates. Candidate provides comprehensive support for all levels and phases of the procurement process, resulting in procurement of designated materials, supplies and equipment at optimum quality, price, and delivery. Reliable individual manifests profound knowledge in Purchasing, Shipping, Materials Handling and Receiving, and general Warehouse Operations. Effectively contributes towards organizational success, professionally deals with increased challenges and responsibilities, and thrives in demanding fast paced environments.

- ✦ Skillful Communicator & Negotiator
- ✦ ISO 9000 & Warehouse Operations
- ✦ Task & Detail-Oriented Team Player
- ✦ Purchasing & Contractual Concepts
- ✦ Adept in Organization & Multitasking
- ✦ Resourceful & Creative Problem Solver

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## CAREER HISTORY

### Stafford Press

1992 – Present

Shipping and Finished Goods Clerk (2002 – Present)

Purchasing Agent (1999 – 2002)

Material Handler and Receiving (1996 – 1999)

Driver (1992 – 1996)

- ✦ Continuously strived to enhance and streamline company's operations and achieve operational excellence; prepared packing lists; **identified and utilized best practices** that facilitate the most cost effective way to ship out products.
- ✦ Executed all daily operations in a way that **ensured all customer expectations are consistently satisfied**, products and services always meet the delivery specifications and all resources are fully utilized to provide a cost-effective service.
- ✦ Conducted valuable freight estimations; effectively **managed inventory levels** ensuring operational effectiveness and optimum performance is maintained at all times.
- ✦ Held accountable for the sourcing and **purchasing of materials, paper and supplies** to support daily operational needs; ensured that there is supply to meet required demands and inventory is maintained at target levels; performed vendors' assessment, taking in account price and quality of the supplier's product and after sales service, required for choosing the best procurement source; **ensured best value is received on all purchases**.
- ✦ Established a collaborative relationship, liaising between the pressroom and warehouse; received and conducted thorough evaluation of records relative to paper and supply consumption.
- ✦ Supported warehouse needs as and when required in order to support the running of the business in fulfilling the customer's needs; **executed each activity in a safe and efficient manner** within the parameters of current health and safety legislation.
- ✦ Acquired profound understanding in **warehouse operations**; unloaded all products received in a timely manner; fill pick and pack requisitions; maintained the highest quality standards throughout the pick/pack process ensuring client orders are executed in a manner that meets company standards for accuracy, safety security and productivity.

## TRAINING & TECHNICAL SKILLS

**Courses:** Fundamentals of Purchasing, Nice, Riley & Associates, Inc  
Applied Purchasing Techniques, Nice, Riley & Associates, Inc

Word ✦ Excel ✦ Logic Print Program ✦ Delphi ✦ PC/Mac