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## **SUMMARY**

A challenge-driven purchasing manager with five years experience. A proven team player with great attention to detail, organizational, and interpersonal skills. Able to build effective relationships. Ready to become a team player within your organization.

## **KEY COMPETENCIES**

General Accounting  
Contract Setup  
Budgeting  
Excellent Verbal & Written Skills

Profit Reporting  
Purchase Order System Setup  
Accounts Payables  
Contract Negotiations

Variance Analysis/Commentary  
Detail Orientated  
Excellent Organizational Skills  
Estimating

## **PROFESSIONAL EXPERIENCE**

### **TRUE HOMES**

**7/2007-7/2008**

True Homes is a new start up homebuilder in the Charlotte area. They took acquisition of Craft Homes in July of 2007 with the intent of providing commitment and value in an ever changing market.

#### ***Purchasing/Options Manager (7/2007-7/2008)***

Responsible for setup and maintenance of Purchasing/Estimating System. Ensure that all Purchasing Orders are accurately budgeted and issued from within the established system.

- Set Up & Maintain Estimating and Purchasing Systems
- Set Up & Maintain Option Manuals
- Run pricing reports for update in Showroom Access Database
- Assist Director of Purchasing in evaluating budgets to determine if changes need to be made to Purchasing & Estimating Systems to alleviate un-necessary budget variances.
- Manage and train other employees
- Evaluate any new changes to blueprints to ensure that all necessary updates are in Estimating & Purchasing Systems
- Provide all product information for Showroom
- Provide retail pricing and backup for any Custom Options Request
- Work with Trade Partners to ensure compliance with all job requirements
- Act as a liaison between Trade Partners and all departments within the company

### **SCENIC HOMES**

**8/2006-7/2007**

Scenic Homes is a private homebuilding company. They have a reputation as one of the finest family owned and operated home builders in the Southeast. With nearly three decades of experience, thousands of homeowners have chosen Scenic Homes based on our commitment to build quality homes and neighborhoods, with exceptional details at affordable prices. This commitment has earned Scenic Homes the QBW Golden Achievement Award and the QBW Builder of Integrity Award; Builder Magazine recently ranked Scenic Homes as the 54th largest Homebuilder in the nation.

#### ***Purchasing Assistant (8/2006-7/2007)***

Assist Purchasing Manager with all aspects of the Purchasing Department. Ensure that vendor contracts are properly executed and that all departments are notified of any changes.

- Obtain Bids from trade partners
- Maintain trade partner contracts
- Run Price Comparison Reports on all vendors
- Manage Variance Purchase Orders to ensure that they do not excessively exceed the budget
- Evaluate budgets to determine if changes need to be made to alleviate un-necessary Variance Purchase Orders
- Manage and train other employees
- Meet with trade partners to develop excellent business relationships
- Evaluate any new changes to blueprints to ensure that all necessary partners are properly notified and any changes are updated in trade partner bids in a timely manner
- Ensure that all trade partner paperwork is signed and properly completed
- Evaluate any errors in billing to determine if changes need to be made to bids
- Meet with trade partners to ensure that they are properly trained in billing practices to ensure that bills are submitted in proper format

## GANDY COMMUNITIES

5/2004-8/2006

Founded in 1997 by brothers Phil and Quinton Gandy, Gandy Communities has created some of the Carolina's finest neighborhoods. Locally owned, Gandy Communities has built hundreds of exceptional homes. In addition to creating their own outstanding communities throughout the region, Gandy Communities is also proud to build homes that set the highest standards of beauty, comfort and functionality.

### ***Purchasing Coordinator (12/2004-8/2006)***

Responsible for providing the Superintendants with construction packages which includes the accurate and timely release of all Purchase Orders for each job start. Also responsible for obtaining permits and surveys for all new job starts.

- Material Take-Offs
- Obtain Bids from Vendors
- Input vendor contracts into Work Order/Purchase Order System
- Maintain Vendor contracts
- Obtain Building Permits for Single & Multi-Family Homes
- Prepare & submit plans for Commercial Approval
- Process contract information to send to field in builder package
- "Red Line" Floor plans to show all options for builder's package.
- Maintain builder package spreadsheet to accurately show when packages were sent to the field as well as the processing time
- Research Permitting Defects and correctly charge to responsible vendor.
- Track and Maintain all permitting defect to show any consistent failures from vendors and builders
- Maintain Construction spreadsheet showing important dates as well as permitting failures.
- Manage Variance Purchase Orders & Work Orders
- Maintain Variance Purchase Order Spreadsheet to accurately track & explain all issued Variances.

### ***Administrative Assistant (5/2004-12/2004)***

Responsible for providing excellent customer service to Homeowners. Assist Division in President with all clerical duties.

- Research outstanding Invoicing for Payment
- Input invoicing for payment
- Answer Home Owner Association questions, concerns and payments.
- Answer customer service calls.

- Accurately and quickly process all warranty request to field.
- Track warranty request sent to field to ensure completion in a timely manner.
- Provide Division President with Letter of Intent for new land acquisitions.
- Establish and maintain Excel Spreadsheet reflecting all current land acquisitions and expected maturity dates.
- Assist Division President with all contract requirements for new land acquisitions.

## **HOMELIFE COMMUNITIES**

**11/2002-5/2004**

Homelife Communities is a third-generation, family-run business. Homelife offers our homeowners top quality homes in four major metropolitan U.S. cities. All across our multi-state area, management personnel possess over 100 years of combined expertise in the new home building industry. Homelife Communities has been honored with the very first Platinum Award ever given in the U.S. by the 2-10 Home Buyers Warranty Corporation for construction and customer service excellence. Also, Homelife has received 2-10's "Quality Award for Excellence" each of the past 7 years!

### ***Accounts Payable Coordinator (11/2002-5/2004)***

Responsible for accurate and timely processing of all vendors invoicing for payment.

- Determine monthly profit and loss on all sold homes
- Managed Budgets on all Vendor Contracts
- Check invoicing to make sure they meet contracted budget amount
- Input vendor invoicing into system for payment
- Maintained Budget Spreadsheets

## **EDUCATION**

### **GASTON COLLEGE**

Business Courses 1999

### **KINGS MOUNTAIN HIGH SCHOOL**

High School Diploma 1997

## **ADDITIONAL SKILLS**

Proficient in Word, Excel, Power Point, Integrated Home Management System, Comet, Builder 360, Estimating, Builder MT and Timberline