

Sam Dane

Sam.dane@gmail.com, 604-123-3214

Burnaby | British Columbia | V5G1N8

## PURCHASING ASSISTANT

A strategic, detail-oriented, and enthusiastic Purchasing Assistant with 2 years of experience in procurement and administrative roles. Demonstrated ability to reduce the company's cost and improve productivity by streamlining the processes and following the purchasing policies. A graduate degree in Supply Chain Management with solid knowledge in manufacturing/warehouse distribution and supply chain management.

## HIGHLIGHTS OF QUALIFICATIONS

- Bachelor of Business Administration in Supply Chain Management
- Effective communications skills in English with the ability to collaborate with the team
- Strong computer skills in Microsoft Office suite with proficiency in Enterprise Resource Planning systems
- Strong problem-solving skills to resolve any interruption of supplies
- Inventory management and project management skills

## WORK EXPERIENCE

**Shipper, Receiver,** ALS Laboratory, North Vancouver, BC 2021-2022

Organized and processed incoming warehouse inventory, matched purchase orders, purchase receipts, and process vendor paperwork. Maintained internal, manual, or computerized record-keeping systems. Resolved any problems with non-delivery or damaged goods.

- Took initiative to ensure that the safety rules are followed properly by implementing the company's safety policies which resulted in zero workplace-related incidents.
- Improved productivity by streamlining the process of shipping and receiving goods and products resulted in saving 30% more time than before.

**Administrative Assistant,** Maid in Your City and Fresh One, Vancouver, BC 2020-2021

Performed administrative duties for a team of 2 such as coordinating client appointments, recovering and processing overdue invoices through the identification of the right clients. Ensured that the customers get quality services by responding to their inquiries and needs on time.

- Increased 20% client flow by building rapport with new clients through exceptional client service.
- Promoted from Administrative staff to a team lead after working two months in the company due to consistent above-average performance.

**Buyer**, Nissan Motor Corporation, Aguascalientes, Mexico 2017-2018

Oversaw the negotiation between the main supplier of the project, coordinated delivery times, and created strategic negotiations with types of changes in the price of materials. Developed new suppliers for the company and took initiative to recover and create the new supplier contracts.

- Saved US\$1.97M in the project by implementing negotiation strategies which resulted in 20% savings in my assigned projects.
- Recovered 90% of contracts by creating new suppliers and expanding market share.
- Saved 20% time by streamlining processes such as RFI, RFP, RFQ, and SAP.

**Sales Representative**, Furnishing China Group, Shenzhen, China 2016-2017

Completed internship in China in Sales B2B, sold outdoor furniture to suppliers in Europe, North America, and Latin America. Designed and launched marketing campaigns and created potential customers for the company through Alibaba, HS codes, and fairs

- Exceeded the company's sales target by implementing effective sales strategies.
- Expanded the market by increasing 20% client base in Mexico, Bolivia, Canada, Spain, and the US.

## EDUCATION

**Bachelor of Business Administration in Supply Chain Management** 2020-2021  
Yorkville University, New Westminster, BC

**Bachelor's Degree in International Business** 2013-2016  
Polytechnic University of AGS, Hong Kong, China

## PROFESSIONAL DEVELOPMENT

Entrepreneur member by MIT Enterprise 2018

Administrative of Entrepreneur Programs by the Organizations of American States 2019

Participant and Advisor of Entrepreneur Programs in Haifa Israel by MASHAV 2019