

# PEG HITE

6082 Spica Drive, SE, Grand Rapids, MI 49508    Cell: 616-406-6007    [pegHITE2@yahoo.com](mailto:pegHITE2@yahoo.com)  
Davenport University Merit Page: <http://meritpages.com/pegHITE>

---

## Procurement Professional

Motivated senior purchasing manager with 16+ years of procurement, negotiations, contract, and supply chain management. Versatile inventory management with advanced problem-solving and time management abilities. Proficient project coordinator and administrative leader. Highly familiar with cycle counts, business audits and documentation requirements. An aptitude for innovation, creative problem solving, analyzing and improving supply chain processes and procedures. Communicative and personable, will learn and adapt quickly, follow direction, and serve internal and external customers with poise and professionalism. Armed with excellent multitasking abilities.

### KEY STRENGTHS

---

Employee Training/Mentoring	Fishbone Diagram	Office Administration
Purchase Order Processing	Microsoft Office Suite	ERP/MRP Systems
Vendor Pricing/Negotiation	Shipping and Receiving	Inventory/Supply Chain
Regulatory Compliance	Operational Improvement	Auditing

### EMPLOYMENT HISTORY

---

Senior Purchasing Manager March 2018 to Present  
AGC Flat Glass Company N.A., Church Hill, Tennessee

- Negotiated \$545k in savings on direct raw material cost
- Negotiated against rising silver prices for silver inks, avoiding \$150K in costs
- Corporate contracts (silver targets (planer/rotary), industrial gas, raw material, and MRO)
- Cost avoidance initiative by pushing suppliers to electronic invoices and ACH payments
- Established metrics to measure and improve department and supplier performance, shortages, price changes, supplier quality, and delivery
- Created policies and procedures related to the purchasing functions, provided training to purchasing team, and monitored performance to ensure compliance in departmental ISO, IATF and J-SOX
- Managed plant buyers at six locations (2 residential – Boardman/Quakertown) (4 Primary – Abingdon, VA. Church Hill, TN. Richmond, KY. Spring Hill, KS)

Purchasing & Materials Manager June 2015 to March 2018  
Buyer 1 year  
Altron Automation, Hudsonville, MI

- Assign tasks, review work, and provide direction to team while ensuring purchasing functions are met within established timelines
- Improved supplier on-time delivery by 20% through KPI and tracking system
- Developed and executed quarterly supplier scorecard to improve materials performance metrics in 3 key areas (cost, quality & delivery)
- Led purchasing team's contribution to improve inventory turnover rate by 28%

# PEG HITE

6082 Spica Drive, SE, Grand Rapids, MI 49508    ♦    Cell: 616-406-6007    ♦    [pegHITE2@yahoo.com](mailto:pegHITE2@yahoo.com)  
Davenport University Merit Page: <http://meritpages.com/pegHITE>

---

- Negotiation of MRO contracts and pricing, worked with suppliers to implement consignment and VMI
- Ensure material is received in a timely manner and delivered to the production floor without exception
- Interacted with quality, engineering, machining, and assembly on customer project kick off, and issue resolution

Senior Buyer/Accounting

February 2010 to June 2015

Specialty Tooling, Grand Rapids, Michigan

- Process bill of materials and determine appropriate vendors based on lead-time and delivery
- Request and comparison of quotes; to ensure best fit
- Inventory reduction of \$100k through return of obsolete materials
- Award job based on price and delivery and enter approved purchase order into ERP system
- Utilization of blanket PO's as appropriate to improve consistency and price
- Entered accounts payable invoices and job costing summaries to determine overall cost
- Verify, enter, and submit timecards to complete payroll
- Added and removed liens on customer equipment

Junior Accountant/Payroll Administrator

March 2002 to February 2010

ATEK Medical, Grand Rapids, Michigan

- Review and approve new customer credit limits and maintain existing accounts
- Collection functions of past due customer accounts, and issue resolution to expedite payment
- Receive and process manual, ACH and EDI payments
- Account Reconciliations: 4 bank accounts for the U.S. and Costa Rica, Chase p-cards, A/R, A/R manual, fixed assets
- Month-end close and journal entries
- Compensation, benefits, and payroll processing for Grand Rapids, Texas, and Costa Rica
- Processing of authorization for capital expenditures, maintenance, and depreciation of fixed assets
- Cash forecasting to help predict and identify potential cash shortfalls

## ACCOMPLISHMENTS

---

AGC Flat Glass:

Saved over \$545,000 in first year through elimination of waste (ie: sale of unused domain name for \$70,000, paperless process, copier renewals and cost avoidance by keeping Hydrogen gas contract at the 2010 rate.

Specialty Tooling:

Negotiated a major contract with an electronic control manufacturer, driving an annual cost savings of \$150,000.

Davenport University:

Maintained a high GPA, earning the accomplishment of both the President and Dean's lists, while working a full-time job.

# PEG HITE

6082 Spica Drive, SE, Grand Rapids, MI 49508 ▶ Cell: 616-406-6007 ▶ [pegHITE2@yahoo.com](mailto:pegHITE2@yahoo.com)  
Davenport University Merit Page: <http://meritpages.com/pegHITE>

---

## EDUCATION

---

- Bachelor of Business Administration (Public Safety Management)  
Davenport University - Grand Rapids, MI
  - o President's List: Winter 2014, Fall 2014, Winter 2015
  - o Dean's List Fall 2012, Winter 2013, Fall 2013
  - o National Society of Leaders through high achievement at Davenport
- Master of Business Administration (Management)  
University of Phoenix – Online Competency-based education (CBE)
- Certified Professional Purchasing Manager (CPPM): Planned 2022/2023

## SKILLS

---

Analytical, AS400, Auditing, Capex, Capital Equipment, Collections, Commodity, Contracts, Cost avoidance, Cost reduction, DHL, ERP, Fed Ex, Forecasting, IATF Compliancy, Industrial gas, Inventory, International procurement, ISO compliance, JDE, J-SOX Compliancy, KPI, Logistics, LTL, LT, Materials, MRO, MRP, Oracle, Negotiation, Problem-Solving, Procurement, Purchasing, Quality, Raw Materials, RFP & RFQ, Relationship management, Sales, Sarbanes Oxley compliance, SharePoint, Steel, Strategic planning, Supply chain, UPS, Vendor managed inventory (VMI), and Vendor Relationships.