

Hannah Fletcher

Purchasing Manager

Fitzgerald, GA 31750

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+1 229 425 9231

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Purchasing Manager

Millwork Expressions, Inc - Fitzgerald, GA

August 2022 to Present

Maintains consistent stock of inventory, ordering new stock up to pre-authorized limit as inventory dwindles.

Establishes and maintains backup source for high-demand items.

Assesses inventory reports and order patterns to identify items in need of automatic, recurring delivery.

Provides inventory reports.

Develops and maintains good working relationships with vendors.

Maintains accurate daily records of goods received and shipments made.

Manages and maintains inventory system; facilitates upgrades to related database and/or software under the direction of the purchasing or inventory control manager.

Conducts frequent spot and partial audits of physical inventory.

Assists with periodic physical inventory audits.

Purchases needed materials for the plant and cuts purchase orders.

Production Analyst

Golden Boy Foods - Fitzgerald, GA

March 2016 to August 2022

- Regularly maintain, create, and update Bill of Materials
- Coordinates BOM management with all departments necessary
- Reviews sales and production orders for correct interpretation and feasibility
- Work with production personnel and team leaders to make sure BOMs work for them
- Prepare reports and data on BOMs and use other sources of information (e.g. variance reports) to make changes to material standards

- Prepare daily and weekly metrics report for all departments
- Administrative and Business Operations experience
- Led Safety Committee for two years

Logistics Clerk

AMERICAN BLANCHING COMPANY - Fitzgerald, GA

March 2015 to March 2016

- Liaised directly with shellers and customers
- Received supplier purchase invoices ensuring they are correct and passed to appropriate department for processing
- Ensured each shipment generates the maximum contribution by keeping constant focus on meeting the required service level
- Maintain and file all records in accordance with company procedure

Quality Assurance Technician

AMERICAN BLANCHING COMPANY - Fitzgerald, GA

April 2014 to March 2015

American Blanching

- Inspected finished products, checking for specified colors or textures, verifying dimensions or ensuring safety
- Set up and maintains files for each run
- Collected samples for testing
- Conducted analyses of the samples, compiles data and interprets the results
- Reported inconsistencies, malfunctions or variations from prototype
- Trained new hires

Decorative Sales Product Associate

Sherwin-Williams - Fitzgerald, GA

July 2013 to April 2014

Sherwin Williams

- Answered incoming phone lines providing excellent customer service and assistance with where to buy, information, and customers' orders
- Made outgoing phone calls to customers to keep them up to date on the latest sales and to make sure all needs are being met
- Assisted customers with product selection, providing detailed product information
- Processed credit cards and other financial data to complete the billing process
- Had key level management training
- Handled opening and closing of the store
- Assisted in book keeping.

Education

Associate of Science in Accounting

Wiregrass Georgia Technical College - Fitzgerald, GA

2017 to Present

Diploma in Cosmetology

Southeastern Technical College - Vidalia, GA
2012 to 2013

General Studies

South Georgia College - Douglas, GA
2004 to 2006

High School Diploma

Jeff David High School - Hazlehurst, GA
2000 to 2004

Skills

- Customer Service
- Customer Care
- Accounting
- Accounts Payable
- Financial Analysis
- Bank Reconciliation
- General Ledger Accounting
- Office Management
- Balance Sheet Reconciliation
- Account Reconciliation
- Financial Statement Preparation
- Financial Report Writing
- Journal Entries
- SOX
- QuickBooks
- Business Analysis
- Profit & Loss
- Accounts Receivable
- Data analytics
- Purchasing
- Root cause analysis
- Data mining

Languages

- English - Expert
- German - Beginner

Links

<https://www.linkedin.com/in/hannah-mb-fletcher/>

Assessments

Administrative support professional fit — Completed

May 2022

Measures the traits that are important for successful administrative support professionals

Full results: [Completed](#)

Analyzing data — Proficient

June 2020

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

May 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Working with MS Word documents — Proficient

May 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

May 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Recruiting — Proficient

May 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Customer service — Proficient

May 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

May 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Recruiting — Proficient

July 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Sales skills — Proficient

May 2022

Influencing and negotiating with customers

Full results: [Proficient](#)

Attention to detail — Proficient

May 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Volunteers at junior rodeos in the payout and timing facets.