

Karan Norman

☎ (704) 555-6318 ✉ karan.norman@example.com 💼 linkedin.com/example/karannorman 📍 Charlotte, NC 28203

SUMMARY

Sourcing and procurement manager with eight years of progressive experience supporting industrial manufacturing and five years leading teams, suppliers, and categories. Leads purchasing decisions for raw materials, **production parts**, equipment, **operating supplies**, and services by translating **production specifications**, schedules, bills of material, and **engineering quality requirements** into practical sourcing plans. Balances price, quality, delivery, certifications, regulatory considerations, supplier reliability, and continuity across strategic and local supply networks. Negotiates commercial agreements using cost breakdowns, demand forecasts, standard cost, freight, and total cost analysis. Applies lean enterprise practices through supplier improvement, automated reordering, backup sourcing, crisis planning, electronic purchasing, and supplier measurement. Partners effectively with operations, engineering, quality, finance, information technology, planners, and suppliers to improve manufacturing continuity and purchasing discipline.

EXPERIENCE

Sourcing Manager

March 2024 - Present

Carolina Precision Components

Charlotte, NC

Leads daily sourcing across two industrial production lines, directing a four person purchasing team, supplier portfolio, capital purchases, operating spend, continuity planning, and electronic **procurement** improvements.

- Aligned material releases with production schedules, **engineering** specifications, and quality requirements across two industrial lines.
- Directed four buyers through supplier reviews covering price, **quality**, delivery, **certifications**, regulations, and continuity.
- Negotiated supplier agreements using **cost** breakdowns, demand forecasts, and total cost analysis to resolve pricing issues.
- Integrated lean problem solving into supplier reviews, reducing quality escapes and improving delivery, service, and commercial performance.
- Established automated reorder logic for repeat materials, strengthening backup sourcing and crisis response for **continuity** risks.
- Reviewed capital and operating purchases against budgets, partnering with finance on cost accounting and information technology workflows.

Senior Buyer

June 2022 - February 2024

Piedmont Motion Technologies

Concord, NC

Managed sourcing for hydraulic and precision manufactured components, converting demand, bills of material, engineering changes, and quality specifications into recurring and project purchase plans.

- Converted demand, bills of material, engineering changes, and quality specifications into component purchase plans.
- Built supplier scorecards covering price, delivery, quality, certifications, capacity, and service for preferred supplier decisions.
- Negotiated quotations using standard cost, purchase price, freight, and usage assumptions to support sourcing awards.
- Coordinated supplier improvement plans with quality and operations teams, tracking corrective actions and defect trends monthly.
- Benchmarked category practices and maintained **supplier records**, performance measures, and sourcing documentation for management evaluation.
- Standardized electronic purchase order fields and approval routing, improving order status visibility for production planners.

Buyer II

July 2020 - May 2022

Catawba Industrial Equipment

Hickory, NC

Owned purchasing for production materials, replacement parts, tooling, and **operating supplies** in a build to order manufacturing environment with changing schedules and engineering requirements.

- Owned purchase orders for materials, replacement parts, tooling, and supplies supporting build to order **manufacturing**.
- Translated planner signals into supplier releases, prioritizing constrained items before shortages affected scheduled production builds.
- Compared quotations using price, lead time, quality history, freight, and quantities for award recommendations.
- Maintained supplier delivery and quality records that supported recurring scorecards and sourcing discussions.
- Simplified replenishment parameters and documented reorder practices through lean **purchasing** initiatives for fewer manual transactions.
- Coordinated specification changes, invoice discrepancies, nonconforming material, and delivery recovery with engineering, quality, finance, and suppliers.

Purchasing Analyst

June 2018 - June 2020

Foothills Manufacturing Solutions

Morganton, NC

Supported procurement analysis for **raw materials** and production supplies, improving purchasing records, supplier reporting, replenishment procedures, electronic order data, and cost trend visibility.

- Analyzed demand, open orders, inventory positions, lead times, and schedules for raw material **procurement**.
- Prepared bid comparisons with commercial, quality, delivery, and certification data for buyer sourcing files.
- Reconciled requisitions, purchase orders, receipts, and invoices with operations and finance teams.
- Built recurring supplier performance reports from purchasing and quality data for delivery and service reviews.

- Documented replenishment procedures and tested revised reorder parameters with planners before broader adoption.
- Developed spreadsheet analyses for material costs and supplier trends, supporting cost accounting and procurement **automation**.

PROJECTS

Automated Materials Reordering 📅 2025

Created practical reorder logic for repeat production materials, connecting demand signals, supplier timing, backup plans, and continuity reviews. The work gave planners clearer triggers and reduced avoidable manual purchasing activity.

Electronic Purchasing Workflow 📅 2023

Standardized purchase order fields and approval routing across recurring component categories. Cleaner electronic processing improved order visibility and gave production planners more dependable status information.

LEADERSHIP & AWARDS

- Recognized by manufacturing leadership for establishing automated reorder logic and continuity procedures for repeat production materials.
- Selected to lead supplier performance reviews connecting quality, delivery, service, price, and corrective action priorities.
- Trusted by finance and operations partners for practical sourcing recommendations using cost accounting and total cost analysis.

EDUCATION

Bachelor's Degree in Supply Chain Management

2018

Appalachian State University GPA: 4.0

Boone, NC

Coursework: Procurement, Cost Accounting, Operations Management, Materials Planning

CERTIFICATIONS

- Certified Supply Chain Professional, ASCM 📅 2022
- Supply Chain Management Certification 📅 2022

TECHNICAL SKILLS

- **Procurement Systems:** Electronic Purchasing, Purchase Orders, Requisitions
- **Sourcing Methods:** Strategic Sourcing, Local Sourcing, Supplier Selection
- **Supplier Management:** Supplier Scorecards, Supplier Audits, Supplier Improvement
- **Cost Analysis:** Cost Accounting, Standard Cost, Total Cost Analysis
- **Materials Planning:** Raw Materials, Bills of Material, Demand Forecasting
- **Lean Practices:** Lean Enterprise, Problem Solving, Continuous Improvement
- **Continuity Planning:** Backup Suppliers, Crisis Management, Risk Assessment
- **Production Support:** Production Schedules, Engineering Specifications, Quality Requirements
- **Computer Tools:** Advanced Spreadsheets, Data Analysis, Electronic Processing
- **Commercial Management:** Quotations, Contract Negotiation, Capital Expenditures

SKILLS

- | | | | |
|--------------------------|--------------------------|-------------------------------|---------------------------------|
| • Strategic Sourcing | • Supplier Negotiation | • Cost Accounting | • Crisis Management |
| • Procurement Management | • Supplier Performance | • Capital Expenditures | • Electronic Purchasing |
| • Raw Materials | • Lean Enterprise | • Production Planning Support | • Supplier Contingency Planning |
| • Supplier Selection | • Continuous Improvement | • Automated Reordering | |

PROFESSIONAL AFFILIATIONS

- ASCM supply chain professional community, focused on procurement, materials planning, and supply continuity.
- Manufacturing sourcing and operations network, sharing supplier improvement, lean purchasing, and electronic process practices.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST