

## MARCLYN PAIGE

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### BUYER – PLANNER - RESOURCING

15+ Years' Experience Planning, Scheduling, Procurement, Forecasting, B.O.M Management  
Outstanding Technical and Communication Abilities

### SKILLS AND ABILITIES

Buyer - Planner	I.S.O. 9001 Internal Auditor	Word, Excel, PowerPoint
Senior Planner	Routings, Item Master, New PN	Outstanding Phone Skills and
Project Manager	SAP, Data 3, Oracle, Made to	Communication Etiquette
Forecast Manager	Manage	Outside Material Processing
Shop Floor Scheduler	FMEA Review	Customer Service – Direct Acct
Supplier Relationships	Engineering Change Coordinator	

### EMPLOYMENT HISTORY

Perry Baromedical Riviera Beach, Florida 05/2023 - 09/2024

#### **PURCHASING MANAGER RAW MATERIALS - COPPER, ALUMINUM, MRO SPARE PARTS, SOURCING, OUTSIDE PROCESSING, (POWDER COAT) (ANODIZE), MACHINED PARTS, MEDICAL GAUGES, SEALS, HARDWARE**

- Direct supplier contact negotiating lead times, delivery issues, order tracking, quantity resolution
- MRP Planner/Buyer using SAGE scheduling software and Excel
- Direct contact to production scheduling and coordination of purchased schedules to production demands,
- Assisted engineering with development of new products and working with suppliers on prototype products
- Reviewed suppliers for cost savings, safety stocks, part duplication and reorder points, 100K in cost avoidances.

Dometic Corporation Pompano Beach, Florida 04/2014 – 04/2022

#### **BUYER/PLANNER - HVAC PUMPS, MOTORS, COPPER TUBING, COILS, CONDENSORS, CIRCUIT BOARDS**

- Direct supplier contact, negotiating lead times, delivery issues, order tracking, quantity resolution
- MRP Planner/Buyer using BPCS scheduling software and Excel
- Direct contact to production scheduling and coordination of purchased schedules to production demands
- Assisted engineering with development of new products and working with suppliers on prototype products
- Reviewed suppliers for cost savings, safety stocks, part duplication and re-order points

John Deere Corporation Waterloo, Iowa 06/2011 – 09/2013

#### **BUYER/PLANNER - MRO MACHINE PARTS; PROJECT MANAGER**

- Facilities Project Manager (Windows, Lighting, Concrete, Production Machine Repair) for \$100,000 project
- Department Liaison for RFQs (Request For Quote) and review/release of MRO spare parts (new and repaired)
- Assigned, released and scheduled release of PM schedules for skilled trades
- Developed formalized spare parts lists for production equipment and validated against manufacturing Bills of Material
- Reviewed suppliers for cost savings, safety stocks, part duplication and re-order points

Whirlpool Corporation St. Joseph, Michigan 07/2009 - 12/2010

#### **BUYER/PLANNER - PROTOTYPE PARTS, DATA DEVELOPMENT & TECHNICIAN**

- New Part Number development, writing EN's and ECR's, FMEA assisted in analysis and close out test plan
- Wrote lab and prototype requests requiring extensive communication with Tool Room and Testing Labs
- Attended EMPA (Engineering Manufacture Production Assembly) builds, and analyzed all activities
- Developed satellite testing area and managed building, testing and stack-up analysis via engineering portal
- Material Procurement to support the building and testing required for U.L. (\$50,000)

Eaton Corporation

Galesburg, Michigan

04/2008 - 11/2008

**ENGINEERING CHANGE COORDINATOR**

- Engineering Change Coordinator utilizing Oracle, ProE and Matrix
- Posted change orders to the Eaton global system via Contribute software
- Actively participated in the Engineering Change Committee, reviewing effects of proposed design changes
- Interacted daily with Procurement, Inventory, Manufacturing, Engineering, Quality and Sales teams

Isringhausen

Galesburg, Michigan

10/2007 - 04/2008

**MATERIALS MANAGER**

- Materials Analyst/MRP Planner reviewing purchased and fabricated components and raw materials
- Logistics Manager for all trucking between Michigan, Indiana and Ohio
- Managed Finished Goods/Sub-Assemblies inventory, including audits, shipping and processing of components

Humphrey

Kalamazoo, Michigan

12/1979 - 11/2006

**DEMAND MANAGER - SALES FORECASTING**

- Master Scheduler – Senior Planner MRP II, KAN BAN Development, Manufacturing Techniques Instructor
- Customer Service – Manager of Direct Accounts, Technical Liaison to Japan
- Forecast \$34 million inventory with 3% accuracy; active member of SOPC (Sales Operation Planning Committee)
- Shop Floor Scheduler responsible for capacity planning and Critical Work Center optimization, External processing
- Engineering Change Coordinator creating new part numbers, routings and material data

**EDUCATION**

Kalamazoo Valley Community College/Business Administration, Kalamazoo MI

**CERTIFICATES / LICENSES**

- ISO 9001 Internal Auditor certificate (Great Lakes Educational Resource Group)
- Master Scheduling, Demand Management, MRP 11, Bills of Material courses (Oliver Wight)