**Phil Polefrone**

**3339 Forest Lake Drive**

**Medina, OH 44256**

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**Objective:** Seeking full-time position in the field of Procurement/Supply Chain utilizing acquired skills.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Skills/Expertise**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APICS (CSCP)/MRP/Sourcing/Process Mapping/Kitting

Lean/Inventory Management/AS9100/Analytics/Microsoft Office

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Leadership/Professional Experience**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Senior Buyer – Shiloh Industries Dec 2018 – Current**

*Valley City, Ohio*

**Roles:**

* Executed actions to reduce material costs and optimize supply base.
* Provided necessary analytical data to support monthly and quarterly purchasing KPI’s.
* Managed Conflict Mineral reporting.
* Evaluated proposals and made recommendations regarding purchasing contracts and agreements.
* Followed written Purchasing Procedures and Work Instructions and ensured Purchasing activities were compliant with TS-16949 along with company policy and government regulations.
* Maintained timely control of orders, amendments, shipping notices and other documents as required to assure adequate retention of records.
* Participated in the source selection process.
* Supported the sites requirements and provided solutions to problems or issues.
* Provided input into various market trends and costs for respective spend responsibilities.

**Manager of Sourcing -- Rico Equipment May 2018 – Oct 2018**

*Medina, Ohio*

**Roles:**

* Supported New Product Introduction.
* Represented Purchasing in S&OP process.
* Drove sourcing efforts to develop a supply base in support of company objectives.
* Developed dynamic strategy to ensure a low volume/high mix inventory was right-sized, resulting in an average of $25-30k in annual savings.
* Improved OTD from 60% - 87%.
* Effectively negotiated through various Economic and Environmental risks to secure Supply Continuity.
* Completed implementation of MRP/APS Software within purchasing department.
* Worked to establish point of use for fasteners within assembly bays.
* Worked to improve landed cost across global supply chains.
* Responsible for the direction of two Buyers.

**Buyer -- Rico Equipment March 2016 – May 2018**

*Medina, Ohio*

**Roles:**

* Responsible for 10M $USD direct spend inclusive of Transmissions, Axles, Electronics, Steel, Aluminum Castings, Machined Components and Outside Services.
* Developed and maintained excel based dashboards for purchasing and cross functional departments to compliment MRP System and improve visibility into daily business transactions.
* Realized 250k $USD cost savings across low volume high mix product.
* Developed and managed Departmental KPI’s.
* Worked cross functionally with Customer Service to develop and implement strategy for improved aftermarket support through effective inventory management.
* Developed and maintained excel based document to support routing of jobs through internal production process(s).
* Elected as Subject Matter Expert representing Purchasing Department in implementation of new MRP/APS System (Infor Cloudsuite Industrial/Syteline).
* Realized cost avoidances in excess of $200K.

**Buyer/Planner – Mactac September 2015 – March 2016**

*Stow, Ohio*

**Roles:**

* Worked with suppliers and MACtac plants to maintain finished goods, replenishment programs and stocking programs at specified levels to meet customer delivery expectations.
* Managed inbound raw material requirements for all operations, to achieve the goals of minimizing manufacturing costs, maximizing efficiency and meeting customer expectations.
* Expedited raw material orders as required, resolved shortage and late delivery issues.
* Resolved supply, pricing, quality, delivery and other issues as applicable.
* Calculated tolling requirements and raw material availability to support tolling schedule.
* Maintained raw material inventory levels at minimum dollar value and maximum turns.
* Developed and maintained monthly forecasts for specified raw materials or finished goods.

**Buyer – HDT Global 2015 – September 2015**

*Solon, Ohio*

**Roles:**

* Responsible for the procurement of production/engineering supplies and materials in support of sales orders and operational needs.
* Initiated Request for Proposal (RFP).
* Developed scorecards to communicate actionable feedback to suppliers and generated periodic reports that tracked progress toward achieving goals.
* Analyzed historical spend data to identify opportunities for Sourcing initiatives.
* Reduced total acquisition costs through effective negotiations, value analysis and process improvements.
* Monitored actual spend for assigned categories to ensure negotiated cost savings were realized.
* Established and maintained project plans to track open issues, ensured that work was completed on schedule and within scope, and aligned with company strategies.
* Responsible for tracking orders purchased, expediting, and delivery follow-up.
* Utilized MRP system (SAP) to determine purchasing requirements.
* Settled rejection notices, return orders, and administered Engineering Change Notices

**Buyer/Planner Co-Op – National Machine Company January 2014 – August 2014**

*Stow, Ohio*

**Roles:**

* Worked within the Machining Division purchasing department completing various tasks such as RFQs, purchase orders, and new product introductions specific to AS9100 - ISO9001:2000
* Supported Continuous Improvement event focused on the order placement process of outside processing.
* Attended daily meetings across functional areas.
* Developed technical experience in reading and understanding engineering drawings, standard operating procedures, engineering change notices and bills of materials.
* Supported the development and implementation of kitting solutions.
* Analyzed and implemented various reports to manage inventory at a sufficient and cost-effective level of production.
* Material Requirements Planning experience using Epicore ERP System.
* Acquired specific knowledge and understanding of LEAN and six-sigma manufacturing practices; and various cost drivers associated with the Aerospace market.
* Interacted and communicated with numerous suppliers pertaining to NMC manufacturing operations and production capabilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Education / Awards/Associations**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The University of Akron – Graduated December 2014

*BBA – Supply Chain Mgmt. / Operations Mgmt. Major GPA 3.0/4.0*

**Associations:**

* Emerging Leaders Alumni Medina County
* SCSA (Supply Chain Student Association)
* National Honors Society
* Phi Delta Theta O.E. University of Akron – Treasurer

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* Habitat for Humanity November 2017
* ALS Walk for the Cure September
* Akron Marathon
* University of Akron Relay for Life
* Merriman Retirement Center/Nursing Home