Jamal Turner

Purchasing Coordinator

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SUMMARY

Purchasing coordinator with 2 years in industrial distribution, handling procurement for 900 stocked parts and $6M in yearly spend. Creates purchase orders in SAP, handles expediting on late shipments, and keeps pricing and supplier files accurate. Brings attention to detail and steady negotiation on small orders to daily supply problems.

EXPERIENCE

Purchasing Coordinator

06/2025 - Present

Carolina Fluid Power Supply — Charlotte, NC

Distributor of hydraulic and pneumatic parts to manufacturers in the Carolinas.

- Process about **250** purchase orders a month in SAP for stocked and special-order hydraulic and pneumatic parts.
- Expedite late shipments with 35 suppliers by phone and email, raising on-time delivery from 86% to 93% in a year.
- Negotiate freight and small-order pricing with 8 vendors, saving $42K in the first 12 months.
- Maintain pricing records, supplier certifications and purchase documents for internal and ISO 9001 audits.

Inventory Control Clerk

06/2024 - 05/2025

Queen City Packaging — Charlotte, NC

Corrugated packaging plant with a 60,000-square-foot warehouse.

- Conducted weekly cycle counts on **400** locations, holding inventory accuracy above 98%.
- Monitored stock levels for 120 raw material items in Microsoft Excel and alerted buyers to shortages.
- Updated receipts and transfers in the ERP system for inventory control within the same shift.
- Identified 2 duplicate part numbers that had caused $15K in excess stock.

SKILLS

Purchasing • Procurement

Purchase Orders • SAP

Expediting

Inventory Control

Microsoft Excel

Microsoft Outlook

Negotiation

Attention to Detail

EDUCATION

Bachelor of Science in Business Administration

05/2024

University of North Carolina at Charlotte

Charlotte, NC

Operations and Supply Chain Management

CERTIFICATES

Microsoft Office Specialist: Excel Associate

Certiport

10/2024

Lean Six Sigma Yellow Belt

Council for Six Sigma Certification

03/2025