

Ryan Furrer

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OBJECTIVE

To obtain a position where I can utilize and enhance my skills while continuing to learn and grow within the organization.

WORK EXPERIENCE

Telephonics Corporation

May 2021 - Present

Buyer I

- Examines estimates of material, equipment, and production costs, performance requirements, and delivery schedules to ensure completeness and accuracy.
- Maintains close working relationship with Program Management and associated project teams, providing contractual advice and guidance as required in order to ensure compliance with Requests For Proposals/Quotations and/or contractual requirements.
- Negotiated better pricing and delivery with suppliers
- Resolved invoice issues when necessary

Telephonics Corporation

March 2020 - May 2021

Repair Buyer

- Obtain RMAs and process all Defective Material Returns (DMRs) from production orders and field units
- Conducted weekly meetings with key suppliers to ensure on-time delivery (OTD) and keep Project Management up to date
- Offer critical problem solving across departments such as planning, receiving, and quality.

ClearBrook - Bay Shore, NY

December 2018 - March 2020

Customer Service Representative

- Monitor and coordinate client calls to determine which services would best meet their needs
- Manage and maintain various data within excel spreadsheets
- Manage billing by generating invoices, processing credit card transactions and check payments
- Responsible for daily communication with clients regarding current and past due invoices and requests for payment

EDUCATION

- CUNY Queens, Flushing, NY - Worked towards Bachelor of Arts Degree
- Community College, Selden, NY – Worked towards Associates Degree

SKILLS

- Highly organized and detail oriented
- Microsoft Office Suite – Word / Excel / Outlook / PowerPoint
- Oracle Retek Inventory Management System
- Adaptability
- Quick to pick up on new things
- Excellent problem solving skills
- Excellent customer service skills
- Strong communication and relationship building skills
- Works well in a team environment or independently
- Extensive knowledge in computer hardware & diagnosis
- Programming skills - HTML, CSS, JavaScript, React