MELISSA GORKIN

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SUMMARY

Purchasing Associate with more than 15 years of diverse experience working in the supply chain for a startup organization and an established corporation. Issued purchase orders to insure safe and on time delivery of chemicals and packaging supplies for production plant or third parties. Organized and have the ability to perform multiple tasks in a fast paced environment. Product lines worked with were EPA registered disinfectants and animal drugs.

- Selected Transportation Modes	- Generated purchase orders
- Managed Inventory	- Followed up to ensure receipt
- Worked Within Production Deadlines	- Expedited requests
- Prepared Budgets	- Assisted in receiving functions
- Complied with GMP requirements	- Detail Oriented
- Handled customer complaints	- Committed to Customer

PROFESSIONAL EXPERIENCE

SOLOMON CONSULTING, LLC, Boca Raton, FL   **2018 to Present**
Send out marketing materials and mass mailings for international transportation companies. Set up accounts on government websites for VA small business including, SAM.gov,Vetbiz.gov, SUNBIZ and MyFlorida Marketplace.

INDEPENDENT CONTRACTOR, Boca Raton,   **2019 to Present**
Assistant to transportation sales representative and CME. Send monthly mailings, maintain follow up calendar, prepare spreadsheets and presentations.

ECOLAB CORPORATION, St. Paul, MN   **2004 – 2012**
Fortune 500 company that provides products and services to customers in water, food, energy, healthcare, industrial and hospitality markets. 2011 nets sales of $6.8B.
Purchasing Manager
Primary responsibility was spend of $36M for bulk chemicals sourced from third-party manufacturers and delivered to customers in the food processing, water treatment, textile care and swimming pool businesses. Managed vendor relationship for Customer Service Department when customer placed order for direct shipment from supplier. Insured quality and on time delivery of product. Purchased blends of caustic and acidic chemicals. of process.

- Generated and issued purchase orders (PO's) to ensure it was received supplier.
- Followed up with PO confirmation in manufacturing database.
- Expedited PO's and requests as needed.
- Communicated with production planning if supplier commitment could not be met.
- Issued purchase orders for components that complied with internal specifications.
- Coordinated purchasing needs with supply chain.
- Purchased as many as 1300 skus from 90 vendors ranging from other global corporations to small business. Products range from one drum of a chemical to full tank cars of bulk commodities.
- Reduced costs by as much as $300K by negotiating price with vendor, selecting alternative vendors or sourcing closer to customer to reduce transportation costs. Implemented directed pricing where third-party manufacturer could utilize Ecolab best price for raw materials.
- Integrated purchasing function of laundry company acquisitions into corresponding Ecolab vendor by working with new vendors or negotiating better pricing for increased volume with existing vendors. Collaborated with marketing and planning departments to meet set deadline to buy new items.
- Set up private labeling of products.

- Facilitated returns back to vendor for customer service department.
- Handled quality complaints with vendor and coordinated issues with chemical technical specialists.
- Have knowledge of hazardous material transportation requirements associated with bulk deliveries.
- Resolved payment discrepancies with vendor in order to keep accounts current to insure deliveries.
- Sourced small or minority owned companies when needed to comply with customer requirements.
- Prepared annual budgets on the items purchased used for department performance.
- Part of Lean Sigma Teams to improve a variety of processes. Saved $40K from reducing packaging of test kits for the restaurant business.
- Tracked inventory and reduced Ecolab inventory by 10% that resided at third-party vendors.

ALCIDE CORPORATION, Redmond, WA   **1994 – 2004**
$20M public corporation that sold disinfectants, topical animal drugs to dairy farms and food decontaminant products to poultry and beef processing plants.   It was purchased by Ecolab in 2004.

Manager Contract Manufacturing
- Sourced Contract Manufacturers to compound and package all products sold by Alcide. This included finding companies that could comply with Good Manufacturing Practices needed for animal drugs.
- Transferred technical knowledge of making prototypes to full scale production quantities. Trained third party personnel in unique quality control tests.
- Purchased all chemicals, packaging supplies and labels that were shipped to Contract Manufacturer for use. Negotiated best price for quality and assured on time delivery for production.
- Set up distribution of finished goods at public warehouses in strategic states.
- Managed Alcide-owned inventory of these third-party vendors and created reports for Accounting Department.
- Supported executives in financial reporting

Other Experience:

Laboratory Assistant
- Assisted chemists in formulation of disinfectants and animal drugs that are sold today by Ecolab. Worked with vendors in selection of chemicals, compounded materials and performed stability tests for shelf life evaluation.
- Collaborated with Regulatory Affairs in writing specifications for components.
- Compiled appropriate technical data for EPA and FDA submissions of products that are now registered products.

EDUCATION

Masters of Business Administration (MBA)
University of Connecticut, Stamford, CT

Bachelor of Arts (BA) Biology
Colgate University, Hamilton, NY

PROFESSIONAL DEVELOPMENT

Lean Six Sigma – Introduction training
Good Manufacturing Practices – Attended some seminars.
VA Small Business training via webinar

COMPUTER SKILLS

Microsoft Office Suite: MS Word, MS Excel, MS PowerPoint, MS Access, MS Outlook and Purchasing Database, McCleod, Smartsheet, Zoom