JENNIFER A. BYLAN

**3333 Bluestem Circle**

**Rose Hill, KS 67133**

**(316) 519-2307**

**OBJECTIVE**

To obtain a challenging Management position utilizing knowledge acquired in an accredited business college and skills learned through experience in a professional work environment.

**EDUCATION**

KANSAS STATE UNIVERSITY, Manhattan, KS **Conferred: May 1991**

**BS in Business Management Emphasis: Production Operations**

Secondary Area of concentration: **Accounting (12 Credit Hours)**

**SUMMARY OF QUALIFICATIONS**

1. Offering a **‘91 Graduate** from **Kansas State University** with a **BS** in **Business Management** emphasizing in **Production Operations.**
2. **C.P.M., CPIM** and **Textron Six Sigma Greenbelt** certified.
3. Fifteen years of post-graduated work experience in the inventory control / purchasing profession.
4. Strong accounting background and computer literacy with **Microsoft Word, Microsoft Excel, Microsoft Windows and mainframe software**.
5. A self-motivated, results-oriented individual with the **ability to manage multiple priorities** in a fast-paced setting, exhibiting excellent organizational skills and a strong attention to detail.

**EMPLOYMENT HISTORY**

**CESSNA AIRCRAFT, Wichita, KS August ’99- Present**

**☸ Purchasing Specialist**

Responsible for the following within the Fabricated Aero-Structures Commodity Team:

* Act as Process Leader for the Special Processing Aggregation Program.
* Responsible for all commodity team quoting activities including quoting large transition packages, Centers of Excellence and major assemblies.
* Support corporate goals by actively participating as part of the Strategic Team by providing input and information needed to make sourcing decisions.

**☸ Purchasing Supervisor**

Responsible for the following for the Major Structures Commodity Team:

* Guided team members to assure team key performance goals were attained, such as reduced shortages, increased on-time to purchase order, etc.
* Assisted commodity finance team in cost reduction and inventory dollar reduction activities.
* Created and organized team activities to build team interactions and improve morale.
* Supported and lead team members through critical issues that arose during daily work duties.
* Removed roadblocks hindering the team’s success.

**☸ Purchasing Agent**

Responsible for the following in the Aircraft Completion Center – Interior Installations:

* Purchased all “soft goods” -- leather, fabrics, and carpeting -- based on customer selections.
* Worked with Interior Design Department to assure color / quality standards were met.
* Negotiated long-term pricing agreements with major suppliers.
* Coordinated all flame treatment / fire block testing of materials to guarantee completion prior to installation into the aircraft.

## J. A. Bylan

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**CESSNA (cont.)**

**☸ Buyer, Contracted**

Coordinated with both the Lead and Senior Buyer to comply with MRP demands. Duties included:

* Utilized the PIOS and CICS systems: automated purchase order requests, requests for quotes, purchase order entry, receiving kick-outs, purchase order change requests, etc.
* Collected and analyzed vendor quote responses—awarding and generating purchase orders based on cost / schedule comparisons.
* Negotiated with vendors to assure pricing standards and targets were maintained or improved.

**RAYTHEON AIRCRAFT, Inc., Wichita, KS October ‘95-August ‘99**

**☸ Buyer**

Met production schedule compliance for the Hawker product line by performing the following:

1. Coordinated with vendors both inside and outside of the United States to order replacement parts.
2. Communicated current ship dates to upper management for schedule revisions.
3. Attended daily meetings with production personnel to keep them updated of ship dates.

**☸ Administrative Assistant**

Utilized mainframe and P.C. software to perform the following duties:

1. Posted daily attendance of hourly employees, assuring accurate payroll input per employee.
2. Coordinated time requirements of multiple supervisors’ schedules.

**☸ Order Control/Stock Clerk**

Worked with company Order Control and Inventory Systems to perform the following responsibilities:

1. Provided shop support to manufacturing areas in need of priority parts.
2. Checked the accuracy of other stock clerks’ closeouts of incoming orders.

**EXPRESS DESIGNS, INC., Wichita, KS** **March ‘95-Aug. ‘95**

**☸Director of Retail**

Responsible for the following functions for a retailer of customized and personalized apparel and products using computer generated graphics:

* Hiring, dismissal and promotion of employees at multiple retail and production locations.
* Coordinated and scheduled all production of apparel to meet the demands of the outside sales staff.

1. Assisted in the set-up and initial opening of “Super Store”, including establishing staff needs, store layout, and the daily operating procedures.

**RUSSELL STOVER CANDIES, INC., Kansas City, MO** **May ‘93-Nov. ’93**

**☸Senior Buyer**

Responsible for the following functions for the manufacturer of chocolate gift-boxed candies:

1. Negotiated and assisted in the final decision on purchasing of self-adhesive printed price labels.
2. Maintained necessary inventory levels of product at multiple manufacturing facilities based on MRP schedules.
3. Followed all phases of contracts/purchase orders with suppliers to assure timely delivery of high quality product to appropriate manufacturing facility.

**ALL PACKAGING CO., INC., Kansas City, MO** **June ‘91-Feb. ‘93**

**☸Product Coordinator**

Performed the following functions for a manufacturer of rigid and corrugated packaging:

1. Prepared production quotes, involving cost, allocation and assignment of materials in accordance with gross margin goals; wrote production orders with material assigned.
2. Purchasing and inventory tracking with month-end inventory reporting; vendor negotiations for materials cost and contracted services/products.

# References Available Upon Request