

Laura Metz

917-543-3995

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Mercer Culinary, Ronkonkoma, NY

Director of Purchasing

July 2021-Present

- Directs purchasing/ forecasting of 50 million dollar a year revenue, with over 5,000 SKU's · Preparation of all purchase orders and inventory requirements
- Sourcing of products
- Directs the consolidation of overseas freight with various suppliers
- Main contact with suppliers-negotiating best prices and lead times

Aromafloria, Huntington, NY

Purchasing / AP Manager

September 2020-July 2021

- Oversaw purchasing & AP-working closely with CFO
- Preparation of all purchase orders and inventory requirements
- Sourcing of products
- Main contact with suppliers-negotiating best prices and lead times
- Posted all invoices and did weekly check run

Consultant

Operations/Purchasing

September 2018-September 2020

- Supervised inventory - worked closely with Inventory Analyst & Controller to determine inventory levels and purchasing requirements
- Main contact with overseas & domestic suppliers
- Oversee the preparation and issuance of purchase orders
- Negotiated with suppliers for best possible price, service and credit/terms
- Refined purchasing procedures
- Develops new supplier sources
- Managed staff and productively interacted with other departments

Robert Allen Duralee Group, Hauppauge, NY

Director, Purchasing / Logistics

January 2014-August 2018 Filed Bankruptcy

- Directed purchasing/ forecasting of 200 million dollar a year revenue, with over 45,000 SKU's using ERP
- Supply chain negotiations with domestic and overseas freight forwarders and brokers, saving the company over \$800 thousand per year
- Inventory management experience
- Reviewed supply plans from overseas suppliers and resolved supply chain issues
- Engaged with Product Management team for new lines, reported any shipment changes to ownership and Marketing
- Implemented C-TPAT program: resulting in expediting imports, reducing time from order to sales realization
- Developed refined purchasing protocols utilizing database and algorithm design to improve service and performance for tracking methodology for call centers, showrooms and sales force (Kayako)

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Next Fabrics LLC, Port Washington, NY

Purchasing/Logistics/Office Manager January 2010 – December 2013

- Managed the purchasing/forecasting of 50 million dollar revenue
- Redesigned the replenishment process to effectively execute all inventory planning activities to track and improve performance from multiple warehouse locations
- Implemented new products for clients with specific needs
- Expertise in internal purchasing and importing from China, Taiwan and Korea, saving the company over \$200 thousand per year in logistics costs
- Devised a new computer system which streamlined processing. (MOD2)

Duralee Fabrics, Bay Shore, NY

Purchasing/ Import Manager March 2006 – December 2009

- Managed purchasing/ forecasting of 100 million dollar a year revenue from both domestic and foreign suppliers
- Negotiated overseas freight with forwarders and brokers, saving the company over \$500 thousand annually
- Implemented large contract orders by obtaining special pricing and shorter lead times, including multi-country logistics
- Developed and trained highly talent team to ensure focus was aligned with organizational goals

Education

Long Island University, C.W. Post, Greenvale, New York
Bachelor of Science in Business Administration

Computer Skills

Microsoft Suite, Google Suite, ERP, Intech, MOD2, Turtel, Kayako, AS400, QuickBooks