

Jessica Wills

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Senior Buyer (February 2018-August 2019)

Teledyne RD Instruments, Poway, CA

- Improved the strategy for quoting and buying circuit card assemblies, grouping together boards that used the same bare PCB and similar components to improve cost reduction and reduce lead time.
- Managed the full purchase process for my commodities by pulling quote packages, RFQs, PO placement, and scheduling for over 150 circuit card assemblies using both Kanban and discrete order methods.
- Responsible for reviewing and correcting invoicing and receiving anomalies to clear Accounts Payable for vouching and payment to vendors.
- Participated in annual ISO 9001 and internal audits, contributing to zero findings in the areas in which I was audited.
- Initiated the process of sourcing a contract manufacturer to meet all circuit card assembly needs for flexible scheduling and cost reductions.
- Assisted with training all buyers on the use of the IFS ERP system TRDI implemented five months prior to my start due to my years of experience using IFS.
- Quoted and purchased various electronic components, ceramics, and cable assemblies.
- Successfully worked with program management, engineering, the circuit card vendor, and transformer vendors to expedite the review of NPI files and to meet tight deadlines in the NPI schedule for finished goods delivery.
- Processed several first articles for commodities ranging from circuit card assemblies, cable assemblies, transformers and other board-level components, and ceramics.
- Coordinated with Planning on BOM/shop order corrections and changes.
- Reviewed shop orders for accuracy if material demand seemed to incorrectly drive requisitions.
- Reviewed and corrected make vs buy at the part level.

Supply Chain Manager (September 2015-February 2018)

Cal-Comp USA (San Diego), Inc., San Diego, CA

- Reviewed and approved cost roll-up for full bill of material quotes.
- Managed purchasing, planning, stockroom personnel and procedures.
- Reviewed MRP demand for all buyers to determine anomalies and past due demand.
- Reviewed master scheduling and shop order requisitions for accuracy for all planners.
- Learned planner procedures, acting as the quoter, planner, and buyer for an NPI account.
- Record of cost savings and reduced negative PPV through planning, consolidation, and quoting.
- Updated procedures and work instructions to comply with the latest AS9100 and ISO13485 standards.
- Coordinated with strategic independent distributor partners to reduce excess materials and pipeline materials to accomplish cost reductions.
- Reduced the number of distribution partners on the approved supplier list to those with whom were negotiated and became strategic sourcing partners.
- Implemented commodity-based buying from customer-based buying, improving efficiency and buying continuity.
- Implemented master scheduling module for Planning.
- Coordinated with IT to improve efficiency and workflow for the stockroom and create a material status report for Planning.
- Cross-trained personnel within the supply chain to understand the impact each other's role among the supply chain departments.
- Responsible for purchase order placement, reschedule, and expedite for an average of 600 line items ranging from electronic components, to custom plastics, metals, and PCBs.

Senior Buyer (April 2015-September 2015)

Ametek Programmable Power, San Diego, CA

- Coordinated the ramp-up of a new circuit board assembly manufacturer from the point of first article approval to production.
- Established a bond system with the new manufacturer, using two-to-three week consumption in determining bin sizes.

- Provided engineering changes and associated documentation to custom manufacturers. Coordinated change implementation cut-in and advised rework requirements to conform to the new revision.
- Used bond reviews to determine whether manufacturer stocking levels and work-in-process met our hard demand and forecast requirements.
- Coordinated with new offshore circuit board assembly manufacturers to begin the first article process.

Senior Buyer (January 2012-April 2015)

Cal-Comp USA (San Diego), Inc., San Diego, CA

- Acted as the Purchasing department representative during AS9100 and ISO 13485 audits.
- Worked closely, in direct communication with a key offshore customer to maintain a good working relationship and provide information in a timely manner.
- Reviewed and rewrote existing procedures and work instructions for accuracy and compliance to meet ISO requirements.
- Managed critical medical and commercial customer accounts, which accounted for over 1000 unique line items.
- Reported inventory values monthly for a key commercial customer and reconciled anomalies for consigned materials.
- Quoted bills of materials for various commodities and manufacturers, using both an excel template and QuoteWin to provide competitive quotes.
- Trained employees on the ERP system and company process flow, as well as procedures and work instructions.
- Strategic material scheduling and planning to accommodate long lead time and offshore items.
- Basic responsibilities included placing PO's, reviewing MRP, quoting, expediting, and non-conforming material resolution.

Purchasing Supervisor (January 2010-January 2012)

Buyer (April 2008-January 2010)

Hi-Tech Electronic Manufacturing, San Diego, CA

- Instrumental in maintaining AS9100:B and attaining AS9100:C, and ISO 13485 certifications.
- Competitively quoted to attain a \$6 million per year customer.
- Established positive relationships with suppliers and negotiated competitive pricing, benefiting both company and customer.
- Established an inventory bond system with Arrow Electronics, including imbedded releases and on-site consigned inventory, increasing efficiency both in Purchasing and the stockroom.
- Ensured qualified suppliers were approved for use based on quality and on-time delivery metrics.
- Concurrently managed critical commercial accounts.
- Internal auditor for both AS9100 and ISO 13485.
- Conducted basic purchasing training, ERP system training, and office etiquette training for new employees.
- Created new departmental procedures, reviewed and rewrote existing procedures for accuracy and compliance to meet ISO requirements.
- Analyzed inventory totals on a monthly basis and reported anomalies to management.
- Basic responsibilities included placing PO's, reviewing MRP, quoting, expediting, non-conforming material resolution, bill of material entry into the ERP system, and internal part number creation.

Document Control Coordinator (January 2007-April 2008)

Hi-Tech Electronic Manufacturing, San Diego, CA

- Reviewed and distributed manufacturing instructions to each production department, ensuring revision control.
- Assessed product change information and initiated engineering change orders for implementation approval.
- Managed softcopy and hardcopy filing of customer supplied and internal documentation, including drawings, bills of materials and engineering change orders.
- Controlled and assigned product serial numbers, as required.

COURSES

Customized Excel Level 2 and 3, New Horizons, San Diego, CA

EDUCATION

Colorado College, Colorado Springs, CO
Bachelor of Arts in Biology, 2005.