

KAREN PETTIGREW

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SUMMARY

A results-oriented business professional with over 15 years of experience in **Planning, Purchasing, Supply Chain Management, Inventory Control** and **Manufacturing**. Proven ability to thrive in both collaborative and independent work environments. Solid leadership skills and team participation to support strategic and operational goals, KPI's and continuous improvement with a CPSM.

PROFESSIONAL EXPERIENCE

HAFELE AMERICA

2/2018-3/2020

Demand Planner

- Reviewed historical sales trends, researched demand drivers and exceptions for 20M forecast data points at five warehouse locations, adjusted forecast models based on product life cycle. Evaluated forecast results using SlimStock forecasting software and SAP interface, focusing on Lighting, Closet and Manufacturing needs.
- Performed inventory planning and strategy development in collaboration with Buyer and Expeditor team members to communicate risks related to inventory and supply plans.
- Released daily Work Orders to manufacturing, ensured optimal production quantity that ensured optimal inventory based on customer demands.

Key Accomplishments

- Improved MakeToStock inventory levels and reduced out of stock goods from an avg. of 200 to 35
- Worked with SAP team testing processes to convert from Oracle to SAP software and meet go live date
- Saved \$10K in first few months by de-kitting obsolete items and reusing components in other areas
- Met with Project Manager to initiate investigation and improvements to reoccurring inventory discrepancies and identified multiple areas of improvement and capitalized on opportunities

HORIZON TOOL, INC

3/2015-2/2018

Purchasing/Planning/Forecasting

- Created, modified and reviewed BOMs for a small manufacturing and distributorship of auto mechanic tools with annual sales of \$18MM. Met daily with Production, Shipping, Operations, Warehouse and Inventory Managers to review orders and improve on-time delivery to the customers
- Prepared and executed purchase orders for various domestic and international suppliers for over 9,000 raw materials that used Sage 100 software and Excel Spreadsheets. Negotiated with domestic and international suppliers, the Minimum Order Quantity, pricing for the optimal order quantity based on monthly and yearly demands, and price increase avoidance
- Created a quick and easy weekly update to management regarding new product introductions on new Item Codes, PO's, arrival dates of goods to our factory, packaging specifics information and Quality Control Approval data, while working with Sales to obtain forecasts and timelines for special promotions.

Key Accomplishments

- Worked quickly to stabilize the purchasing processes for a small but growing organization. Added thousands SKUs and BOMs to their current Sage 100 system and Excel spreadsheets to identify raw materials and FG in a constant state of back-order
- Improved inventory levels and reduced out of stock goods by 50% by working with the new Inventory Manager to improve accuracy of inventory and usage through creating and correcting BOM
- Assisted IT and software team to add Global Shop software replacing Sage 100 as the MRP system. Provided input on how to customize system for current needs.
- Managed down raw materials for discontinued SKUs and notified suppliers of packaging changes and updated graphics for private label customers saving \$15K

HERITAGE HOME GROUP/THOMASVILLE FURNITURE

2/2014-3/2015

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Project Management/Procurement

- Executed purchase orders for various interior home goods from approved vendors for model home staging, based on designer's requests and builder's specifications.
- Ensured on time delivery of goods and resolved any unexpected delays or damages to product.
- Worked with designated designers and kept projects moving forward based on priority and installation date.
- Closed project after installation and communicated all costs to accounting and approved final invoice to client.

Key Accomplishments

- Managed the project planning, purchasing and vendor relations for a bankrupt division when the staff walked out of the business with no notice.
- Worked quickly to stabilize the pending projects, ensure the vendors were paid and worked diligently with the division financial controller so the field designers could resume installing model home projects for home builders.
- Hired and managed a project assistant to ensure immediate needs were met in purchasing and vendor relations.
- Maintained business and assisted controller in gathering and collecting information on over \$4MM in non-invoiced charges to clients

BEST WESTERN INTERNATIONAL CORP HEADQUARTERS

10/2007 – 2/2014

Sr. Purchasing Rep/Customer Service/Design

- Negotiated and solicit RFQ for FF&E products using approved vendors, while adhering to corporate policies, procedures and ballot initiative compliance to maximize revenue and minimize spend on procurement.
- Ensured all purchases met or exceeded BW required guidelines based on rules and regulations of required hotel standards of design.
- Developed process improvement opportunities and created standardized new products with vendors that minimized duplicate quoting and increased time-management processes.
- Analyzed and proofed all special Design Packages before launch for accuracy and feasibility.
- Promoted to Sr. Purchasing Rep. through demonstration of continuous improvement efforts.

BAYVISION REAL ESTATE

08/2005 - 12/2006

Sales Agent

Negotiated contracts and coordinated mortgages with lenders, attorneys and inspectors.

BEIERSDORF, INC, US Corp Office (Nivea, Curad and Futuro Brands)

12/1998 - 02/2005

Division Demand Planner/Statistical Forecasting

- Generated demand forecasts using SAP APO statistical based models and market intelligence through cross-functional teamwork with Sales, Marketing, Finance and Distribution/Logistics for Futuro Medical Device Division for US and International Operations, to achieve best speed-to-market process for new product introductions.
- Led monthly SIP (Sales, Inventory and Production) meetings with department leaders for consensus on three-month Master Schedule and discuss production needs based on Kaizen efficiency and material needs.
- Prepared and analyzed measurement reports on service levels, inventory and STT (Ship to Trade) achievements for process improvement opportunities, driving initiatives with Customer Service and Manufacturing to improve overall service levels from 95% to 97%.
- Exceeded inventory reduction measurements on a yearly base by improving forecast error and reduced obsolete inventory down to \$10K by recycling and re-using raw materials in other areas of production.

Education

B.S, Marketing, Notre Dame de Namur University

ISM – CPSM (Certified Professional of Supply Management)

Licensed RE Agent-FL

Yellow Belt-Six Sigma Fundamentals

Professional Affiliations

ISM, Secretary/Board Member