

# Karen M. McKissic

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## Personal Strengths

### Consistency

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*Appreciates clear rules and adhering to them. Works cooperatively with others. Motivated to organize and coordinate for others to improve their work lives.*

### Achiever

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*Diligent, persistent, and focused. Handles problems, deals, with surprises, and overcomes obstacles as they arise.*

### Responsibility

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*Takes personal ownership of duties. Committed to being honest and loyal. Feels remorseful when failing to do something or doing something incorrectly.*

### Connectedness

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*Brings people together, breaking barriers down that separate them. Believes that every person has a purpose.*

### Relator

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*Derives satisfaction from helping others design and meet their performance objectives. Regularly asked to train and mentor new employees.*

## Skills

Project Management	●	●	●	●	●	●	●	●
Contract Negotiation	●	●	●	●	●	●	●	●
Cost Reduction/Savings	●	●	●	●	●	●	●	●
Request for Quote Process	●	●	●	●	●	●	●	●
Quality Control	●	●	●	●	●	●	●	●
Process Improvement	●	●	●	●	●	●	●	●
SAP	●	●	●	●	●	●	●	●
SharePoint	●	●	●	●	●	●	●	●
Verdantis	●	●	●	●	●	●	●	●
Microsoft Office Suite	●	●	●	●	●	●	●	●

## Professional Summary

*Over 15 years of experience in managing people through processes and projects.*

*Drives success through business development, purchasing, customer service, and conflict resolution.*

*Passionate about improving efficiencies, processes, and procedures to reduce costs and increase profits.*

*Proven record in abilities to forge and build relationships, negotiate effectively, and identify win-win opportunities.*

*Through experience and personal strengths, ready to make an immediate and beneficial impact to a winning company.*

## Experience

### **Energizer**

**2015 – Present**

#### *Purchasing Associate – Contractor*

- Serve as Maintenance, Repair, and Operations (MRO) global material data administrator and SharePoint administrator. Maintain data on packaging materials and tooling contracts, authorize MRO requisitions, update price records, prepare detailed reports and conduct Purchase Order (PO) audits.
- Utilize SAP database queries to provide rebate redemption reports and monthly spending for MRO and packaging materials to Category Manager to identify time and financial cost savings opportunities.
- Train Maintenance Technicians, Planners, and other Internal Stakeholders on Supplier Relationship Management (SRM) shopping carts, the purchasing process, and expediting critical requests.
- Coach and mentor 2 interns on procurement policies and procedures. Assisted in creating and implementing cross-training reference manual for intern development.

### **Anheuser-Busch/InBev**

**2002 - 2014**

#### *Purchasing Agent – Capital Equipment OEM Spare Parts*

- Managed sourcing of \$30 million in spend of Original Equipment Manufacturer (OEM) spare parts for capital equipment.
- Instrumental in driving the development of alternative suppliers and contingency plans.
- Developed and executed new streamlined supplier set-up and approval process.
- Lead all aspects of E-Sourcing compliance efforts, conducting over 100 online reverse auctions with a spend exceeding \$5 million. This resulted in \$200,000 in strategic cost savings.
- Negotiated contracts and preferred supplier agreements that led to \$75,000 in savings.

#### *Purchasing Agent – MRO Indirect Spare Parts*

- Project Leader for Consignment Inventory Program that eliminated duplicate materials for the Power Transmission category, utilizing a \$1.2 million spend and saving \$90,000 in OEM conversions.
- Administered \$25 million in MRO category on an annual basis for 25 U.S. and Canadian plants.
- Managed highest volume of requisitions with over 200 suppliers.
- Served as SAP Electronic Catalog Analyst, working with Business Units and suppliers to create, modify, and implement electronic catalog content files and punch-out websites.
- Key member of the Process Utilization Team, implementing processes that significantly improved accuracy and timeliness of supplier documents, E-Applications, production efficiency, and relationships with suppliers.

#### *Purchasing Agent – Capital Equipment*

- Managed procurement for 12 breweries' and 4 metal can plants' capital equipment spending.
- Reduced material costs by \$75,000 by continuously identifying opportunities with supplier stocking programs and improving manufacturing processes.
- Saved \$180,000 by assumed responsibility for negotiating with suppliers regarding contract terms and conditions, price, lead-time, and on-site supervision of services and rates.

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## *Buyer – Capital Equipment (Contract)*

- Ensured timely Requests for Proposals (RFP), Statements of Work (SOW), and Supplier Drawings.
- Instituted Procure-to-Pay process to ensure deliverables remained on schedule.
- Managed relationships with key suppliers and developed partnerships that improved efficiency, quality, and performance.

## Education

### **University of Central Missouri**

*Bachelor of Science in Business Administration*

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## Training & Certifications

- Statistical Process Control Certificate
- Good Manufacturing Practice Awareness Certificate
- High Performance Work Teams Training Certificate
- Bargaining with Vendors and Suppliers Certificate of Merit
- How to Be a Better Buyer Certificate of Training Excellence
- Electronic Data Interchange (EDI) Seminar Certificate of Training Excellence
- Internal Auditor Training Certificate

## Recognition & Awards

- Small Disadvantaged Business Program Performance Award
- Two-on-the-Town Award for continuous improvement of products and processes
- “This Bud is for You” Certificate for willingness to take on conversion and change parts purchasing.
- Recognition Award for significant achievements and contributions
- Outstanding Performance Award on behalf of Finance and Business Operations Management Team
- Certificate of Appreciation in recognition of dedication and contributions to Process Team Goals
- Flow Manufacturing Achievement Award by NAPM

## Professional Affiliations

### **Next Level Purchasing Association (NLPA)**

*Member*

**Moon Township, PA**

### **STL ARC**

*Volunteer*

**St. Louis, MO**

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