

MEAGHAN WRIGHT

PROFESSIONAL SUMMARY

Detail-oriented professional with strong background in purchasing, vendor management and inventory control. Proven track record of identifying cost savings opportunities. Considered valuable asset to any team.

Industrious Buyer adept at keeping costs under control while optimizing inventory for usage needs. Versed in recordkeeping and production requirements. Bringing 6-year track record of success in the Film industry.

Strong business relationships with vendors across North and South Carolina.

SKILLS

- Team Meetings
- Time Sheet Processing
- Administrative Support
- Interdepartmental Collaboration
- Best Practices
- Budget Setting
- Resourceful Researching
- Purchase Orders
- Vendor Contracts
- Construction Administration
- Profit Margins
- Interdepartmental Coordination
- Customer Satisfaction
- Onboarding
- Office Supplies and Inventory
- Calendar Management

WORK HISTORY

ART DEPARTMENT COORDINATOR/ CONSTRUCTION BUYER 09/2022 to 12/2022 **Mother Couch LLC**, Charlotte, NC

- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Participated in team projects, demonstrating an ability to work collaboratively and effectively.
- Applied effective time management techniques to meet tight deadlines.
- Kept up with all accounting paperwork.
- Processed timecards for payroll.
- Purchased all supplies necessary for set builds.

CONSTRUCTION BUYER 03/2022 to 09/2022 **NBC Universal Studios**, Charlotte, NC

- Computed and created purchase orders to monitor stock levels, verify purchase requisitions and expedite customer orders.
- Developed cost-effective purchasing strategies to maintain inventory levels and improve operational procedures.
- Developed and improved account relationships.
- Prepared and analyzed reports to track inventory and purchasing trends.
- Cultivated relationships with wholesalers and distributors to increase inventory availability.

- Communicated with suppliers to negotiate best pricing on materials.
- Established relationships with vendors to secure competitive pricing and discounts.
- Managed and maintained purchase orders and invoices.
- Researched and identified new suppliers and vendors.
- Placed orders for merchandise consistent with quality, quantity and other specification requirements.

CONSTRUCTION BUYER 08/2021 to 11/2021

Harvest Moon LLC, Charleston, SC

- Developed and managed budgets for purchasing and projected purchasing needs.
- Communicated with suppliers to negotiate best pricing on materials.
- Evaluated product quality and vendor performance to maintain quality standards.
- Built long-term supplier relationships with vendors.
- Responsible for keeping track of crew pay.

SET DEC COORDINATOR 02/2021 to 07/2021

Lionsgate Films, Charlotte, NC

- Liaised with vendors and suppliers to procure decorative materials.
- Organized and attended meetings to discuss project status and brief new projects.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Proved successful working within tight deadlines and a fast-paced environment.
- Strengthened communication skills through regular interactions with others.
- Kept up with budget and tracking of all department purchases.

CONSTRUCTION BUYER 03/2019 to 10/2019

Netflix, Charleston, SC

- Prepared and analyzed reports to track inventory and purchasing trends.
- Communicated with suppliers to negotiate best pricing on construction materials.
- Kept up with labor tracking and timecards for multiple departments within Construction.
- Managed and maintained purchase orders and invoices.
- Researched and identified new suppliers and vendors.
- Prepared detailed reports to highlight inventory levels, purchase orders and discrepancies.
- Placed orders for merchandise consistent with quality, quantity and other specification requirements.
- Interacted with vendors, store managers and other stakeholders to maintain on-time deliveries.
- Tracked inventory shipments and prepared spreadsheets detailing item information.

CONSTRUCTION BUYER 10/2018 to 02/2019

The Glorias LLC, Savannah, GA

- Computed and created purchase orders to monitor stock levels, verify purchase requisitions and expedite customer orders.
- Built long-term supplier relationships with vendors to establish quality and competitive pricing.
- Developed and improved account relationships.
- Communicated with vendors regarding inventory needs and negotiated prices to maintain profit margins.
- Maintained complete documentation and records of all purchasing activities.
- Oversaw purchasing process from initiating requests to finalizing contracts to deliver smooth transaction.

- Sourced new vendors in effort to boost range of products offered in store locations while reducing costs through strategic contract negotiations.

EDUCATION

Central Piedmont Community College, Charlotte, NC
Associate of Arts, Business Administration And Management