

Linda M. Zaborowski

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PROFESSIONAL PROFILE

Proven manager with 20 years experience in managing and developing strategic partnerships. Dedicated and diligent employee with procurement and finance proficiencies. A solid record of achievement and leadership experience in all aspects of material management, inventory control, credit, production and planning, inside sales, customer service, and customized packaging. Developed and facilitated management process improvements for staff activities, performance feedback, and skills that encouraged employee growth.

PROFESSIONAL EXPERIENCE

Human Resources Specialist, West Seneca, NY

Erie 1 BOCES/Part Time, 2007-2009

Responsible for hiring and firing of personnel, inclusive of all Board of Directors documentation and maintain open communication with all school districts personnel.

- Developed a comprehensive training manual to support employees Human Resources Rights
- Handled all employees orientation and benefit information
- Assisted Human Resources Director with reports and all contract negotiations

Buyer, 2006 – 2007

Responsible for 112 school districts cooperative bid purchasing and communication with all school districts.

- Verified/maintained accurate purchase orders and established contract negotiations with suppliers
- Assisted teachers and administrators in the preparation of bid specifications for goods and services
- Coordinated all school districts cooperative bids

Global Logistics Manager, Derby, NY

New Era Cap, Co., 2004 - 2006

Oversaw the Global Logistics Department, inclusive of budgeting, personnel, strategy, and operation efficiency.

- Saved \$250,000 in customer charge backs in '2005
- Project manager for the opening of a third party warehouse in Hong Kong
- Member of a corporate team for the selection and implementation of a Warehouse Management system
- Developed Sop's for international shipping of materials from various global markets
- Establish budgets and all related statistics required for warehouse functions

Buyer – Planner/Purchasing Agent, Grand Island, NY

American Pharmaceutical Partners, Inc., 2002-2004

Responsible for raw material purchasing and vendor communications

- Verified and maintained accurate purchase orders and inbound shipments
- Established pricing and contract negotiations with suppliers

Planner – Supply / Demand, Buffalo, NY

Rich Products Corporation, 2000-2002

Using improvement process SAP (order to cash software system) Continuous improvement team member responsible for updating and implementing improvement process. Analyzed production scheduling, forecasting and product deployment. Maintained inventory for five domestic warehouses as well as two international locations.

- Served on teams implementing SAP / MRP which accelerated case fill rate by 21%
- Developed procedures with customers and vendors to improve traffic flow, resulting in 18 % growth in one year
- Implemented vendor rating system for sub-contractors' network that reduced inventory and cost by \$ 500,000
- Created uniform metrics / spreadsheets allowing quantitative and qualitative analysis, which decreased downtime and improved productivity by 16%

PROFESSIONAL EXPERIENCE

Availability Planner – Customize Packaging Manager, East Aurora, NY

Fisher-Price, Inc., 1990-2000

Represented logistics throughout the planning, development, training and implementation of Fisher-Price / Mattel's DST system. Communicated product issues to all levels of management. Managed and mentored two production line supervisors. Served as liaison between staff and current / potential clientele. Maintained inventory control and tracked product for Fisher-Price brands. Monitored and oversaw five toy lines including: Fisher-Price, Power Wheels, Tyco, Sesame Street and Toy Zones. Coordinated with marketing departments on the production of point-of-purchase displays and other promotional items. Worked extensively with vendors for price quotes, packaging designs and layout for existing toy lines.

- Received Fisher-Price "First Choice Award" for significant logistics savings
- Analyzed claims and recommended financial settlements to multi-national retailers that reversed unpaid claims, saving the company \$5 - \$10 million annually
- Conducted weekly inter-departmental meetings that resulted in consistently achieving marketing deadlines
- Selected to serve on teams implementing microcomputer applications including MRP/ DST
- Developed Domestic Demand Plan for five product categories that increased market share by 21%
- Verified quality assurance of all customized packaging products, reducing customer returns by 64%
- Developed a comprehensive training manual to support employees on assembling promotional projects
- Orchestrated a customized packing area that generated \$21 million in sales in one year
- Generated \$144 million worth of finished goods movement creating more effective product turnaround

Logistics Analyst, 1987-1990

Planned and organized truck and rail shipments direct to customer and for interplant shipping. Worked with computerized routing systems. Analyzed claims and recommended financial settlements with a majority of recommendations being approved. Served as liaison between vendors and company for day-to-day operations; resolved problems in all aspects of distribution.

- Coordinated on-line loading and shipping instead of warehousing products at Fisher-Price locations, which resulted in \$30 million cost reduction within one year
- Traveled to various points of the United States implementing vendor shipping procedures and policies, which reduced overall transportation cost to the company by 26%

EDUCATION

Bachelor of Science Degree in Business Administration
Hilbert College, Hamburg, NY

COMPUTER PROFICIENCIES

Microsoft Word	Microsoft Excel	Microsoft PowerPoint
Windows	SAP	WINCAP
Outlook	AS400	DST (Distribution System for Traffic)

COMMUNITY AFFILIATIONS

Hilbert College Alumni Association, 1981 - present
WNY United Against Drug & Alcohol Abuse Foundation, 1995 - present

"CERTIFICATIONS"

Notary Public State of New York.