

TERESA (Terri) H. STUART

Pulaski, Virginia

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Professional Summary

For the past seventeen years I have been a team member with TMD Friction, Inc. in Dublin, Virginia. During this time, I have been involved in executive-level administrative duties from telephone operation, message handling, appointment scheduling, visitor reception and direction to the supervision of the purchasing department serving as the buyer.

I have most recently been responsible for independent decision making regarding raw material purchases. This responsibility has included the daily use of a personal computer and using various Microsoft programs (such as Excel, Word and others) and the operation of SAP R/3 MRP System. I have been responsible for maintaining and protecting the integrity and confidentiality of proprietary records, both in hard copy files and electronic data management. I have also instructed and supervised other team members in the ordering of office supplies and other plant wide necessities. I am very detail-oriented and take pride in the ability to prioritize my tasks to achieve a high level of efficiency in my daily work.

Career Experience

TMD Friction, Inc., 3994 Pepperell Way, Dublin, VA 24084 January 1992 – July, 2009

Buyer

May 1994 – Present

- Member of international TMD Group Sourcing staff, representing U.S. facility
- Source all raw materials for \$35 million manufacturing facility using MRP type system
- Negotiate price and terms with suppliers
- Coordinate and schedule inter-company purchases from other TMD facilities worldwide
- Coordinate logistics for incoming raw materials, including high volume international imports
- Schedule, monitor and manage raw material inventory levels using software tools such as the SAP R/3 System.
- Facilitate all other non-raw material purchases
- Develop and maintain customer required NAFTA documentation
- Maintain procedures for Materials Management related to QS9000/ISO9002/TS16949 and NAFTA
- Perform internal quality audits of TMD Friction, Inc.'s various processes

TMD Friction, Inc (continued)

Administrative Assistant/Purchasing Coordinator August 1992 – May 1994

- Involved in developing and implementing foundation of TMD Friction purchasing process
- Processed all purchase orders for the company
- Helped to identify and establish vendor base
- Served as Administrative Assistant to President & CEO
- Involved in the selection of office systems and equipment and telecommunication systems

Secretary/Receptionist January 1992 – August 1992

- Served as secretary to Vice-President of Operations
- Fulfilled receptionist duties of switchboard operation and visitor guidance and coordination
- Provided various meeting coordination and reporting functions

Jefferson Mills, P.O. Box 698, Pulaski, VA 24301

June 1983 – December 1991

Administrative Secretary

- Reported, and provided secretarial support, to Administrative Manager
- Worked closely with managers of purchasing, personnel, engineering, data processing, and quality
- Provided back-up receptionists duties
- Responsible for numerous reporting functions for referenced departments

Educational Background

Organizational Management & Development, Bachelor of Science Degree, May 2006

Summa Cum Laude

Bluefield College, Bluefield, VA

Production & Inventory Control Certification, November 1997

New River Community College, Dublin, VA

General Studies, 1979-80

Wytheville Community College, Wytheville, VA

Volunteer Community Activities

Member, Pulaski County Office on Youth – Youth Services Citizen’s Board

October 1988-November 1992

Professional Development

Internal Auditor Training through QAI
NAFTA Content Reporting through Automotive Industry Action Group
Lean Manufacturing through Manufacturing Technology Center
Total Quality Management Training through New River Community College
Meeting Facilitation through New River Community College
German for Business through New River Community College

Awards

President's List or Dean's List each semester at Bluefield College
Lifetime member Alpha Chi National Honor Society
Alfred and Shirley Wampler Caudill Adult Student Leadership Award