

DIANA J. MODISETTE

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Experience

Gothic Landscape Incorporated, Phoenix, Arizona Purchasing Agent

May 2012 – July 2018

- Purchasing, negotiating materials and equipment from vendors
- Prepare bid inquiries and quotes
- Monitor bid evaluations
- Recommend final bid decision
- Expedite awarded purchase orders
- Maintain purchase log
- Enter purchase orders into accounting system and budget tracking
- Assist Accounts Payable to resolve invoice issues

Whitfill Nursery, Phoenix, Arizona Purchasing Agent

September 2010 – May 2012

- Purchase plant materials
- Customer service and sales
- Inventory Control

Gothic Landscape Incorporated, Phoenix, Arizona Purchasing Manager

June 2005 – September 2010

- Purchasing operations of the company.
- Negotiate with vendors for the purchase of all materials
- Establish vendor account, credit and terms
- Manage administration of Purchasing Department
- Work directly with Operations Department

Education

Mesa Community College, Mesa, Arizona

- Concentration in Management and Supervision courses

Career Track Seminars, Phoenix, Arizona

- Completed time management courses

Awards

- Gothic 11year Service Award
- Gothic Spirit Award
- Gothic Professional In Administration Award