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**PROFILE**

A highly resourceful and innovative Supply Chain and Logistics Leader with an extensive background in Purchasing Management and Capital Equipment acquisitions. Resilient, creative manager who envisions desired goals and translates them into a solid, achievable plan of action. A robust knowledge of SAP purchasing structures; accomplished at partnering SAP-driven trade with secured online systems. Maximizes purchasing contribution using a variety of inventory and warehouse control systems, including MRP, MRP II. Drives performance through diversified team leadership and participation to achieve desirable outcomes. Leverages well-honed industry expertise and logical, analytical thinking to find practical solutions to complex challenges.

**PROFESSIONAL EXPERIENCE**

**ConvaTec, L.L.C.** – Greensboro, NC

*A leading producer of medical devices, including wound dressings and ostomy products; a wholly owned subsidiary of the pharmaceutical giant, Bristol-Myers Squibb Company, until mid-2008.*

**Senior MRO & Capital Buyer**

**1992 – 2009**

Managed all Capital Equipment acquisitions, building renovation contracting, long-term outsourced services, Maintenance, Repair and Operations (MRO) purchases, and Environmental Health and Safety (EHS) procurement for the two production facilities in Greensboro, NC, with a purchase base averaging \$15,000,000 annually.

- Maintained ongoing cost containment efforts. Cost reduction and avoidance activity typically averaged 10 – 15% of the purchase base for any given year for repetitive, ongoing purchases.
- Capably led strategic sourcing negotiations with suppliers to protect the best interests of the company.
- Directed key written and verbal communications between the company and the supplier community.
- Composed an array of contracts, including materials supply, multi-year service agreements, inventory or equipment consignment, subcontracted manufacturing, warehouse rental, and supply of contracted labor.
- Core Team for initial training and deployment of SAP operating software, also for subsequent upgrades.
- Collaborated with Accounting and other functional areas to confirm compliance with Sarbanes-Oxley requirements and formalize criteria for maintaining compliance on a continuing basis.
- Instituted prequalification assessments for prospective suppliers of essential goods and services.
- Successfully evaluated performance of established suppliers on a prescribed schedule to determine continued acceptability and maintain highest quality.
- Core Team to convert MRO Central Storeroom from manual record keeping to a computerized inventory system
  - \* Initiated the site's first online, interactive work order tracking system.
  - \* Facilitated successful launch of a preventive/predictive maintenance program that reduced production loss time by 36%.
- Introduced ConvaTec's first computerized purchase order tool for MRO application.
  - \* Drafted the training manual for requisitioning and order entry.
  - \* Provided classroom instruction to 47 affected employees.
- Team Leader to improve warehouse space utilization for small components. Accomplished major improvement by installing a vertical automated storage unit, thus reclaiming 40% of existing locations.
- Streamlined the receiving process for MRO materials to eliminate several unneeded manual steps, while maintaining records integrity. This enabled the elimination of two unfilled positions for material handlers and reduced the time to transfer materials to a user by 12 hours for each transaction.
- Originated ConvaTec's first Standard Operating Procedure (SOP) for MRO and Capital application, to establish criteria for sourcing of materials and services crucial to ongoing operations.

**Hyster-Yale Materials Handling Corporation** – Greenville, NC  
**Yale Materials Handling Corporation**  
**Eaton Corporation, Industrial Truck Division**

*A major fabricator of Yale brand electric- and gas-powered lift trucks; Hyster brand trucks were added by corporate merger in the late 1980's. Various company ownerships for the same products.*

**Senior Buyer**

**1992**

**Buyer I**

**1984 – 1991**

Served as category Leader for OEM materials, including paints, oils and lubricants, stampings, fasteners, hardware and special truck attachments for Yale's U.S. manufacturing facilities in Lenoir and Greenville, NC. Managed Yale's MRO requirements for the two locations. Purchase base was increased from \$3,500,000 to \$9,000,000 over a period of 8 years.

- Maintained ongoing cost containment efforts. Cost reduction and avoidance activity typically averaged 10% of the purchase base for any given year for repetitive, ongoing purchases.
- Guided Yale's Environmental Health and Safety program, while realizing highly beneficial improvements for inventory management. All steps minimized storage of Hazardous Materials and controlled/reduced Yale's liability insurance rates.
  - \* Converted 55-gallon drummed stocks of oils and lubricants to portable mini-bulk storage units at point-of-use, thus reducing inventory from a six-month supply to a six-week level (reduction valued at \$230,000).
  - \* Restructured the purchase of 55-gallon drums of paint by instituting a supplier KanBan system. Inventory was reduced by \$345,000 while material turns increased from 1.89 to 8.4 times per year.
  - \* Team Member to neutralize underground storage tanks on Yale's property in Greenville. Directed installation of exterior above-ground storage for bulk hydraulic fluid with appropriate spill containment.
  - \* Redirected 80% of Hazardous Waste from landfill to recycling. Audited and pre-qualified hazardous waste disposal and recycling companies based in Baltimore, MD and Lakeland, FL as a condition for conducting business.
  - \* Devised Yale's policy and original documentation for EHS Right-To-Know compliance.
- Developed and implemented a fully Integrated Storeroom for Greenville and Lenoir locations that featured:
  - (a) Consigned inventory; (b) Supplier-employed stores personnel; (c) Automatic weekly invoicing for consumed inventory; (d) Increased turns from roughly 2 times per year to an average of 17 times; (e) Price increase controls; (f) Yale-defined specifications and a control mechanism for substitutions; (g) Reduction of company funds dedicated to non-forecast, speculative MRO inventory by \$687,000 across the two sites.
- Converted fasteners and small hardware to a Just-In-Time program featuring:
  - (a) Supplier monitoring and replenishment; (b) Delivery direct to work-in-process; (c) Relief of goods receipt processing by receiving personnel; (d) Material Handling burden significantly reduced; (e) Inventory reduction of \$386,000 by reducing stock level from a six-month supply to a two-week level.
- Contributed to design simplification and cost elimination efforts as part of the Yale's Product Improvement Team for model ERC trucks; while ongoing in nature, achieved \$45,000 in product cost improvement and work simplification during its first six months.

**EDUCATION, PROFESSIONAL DEVELOPMENT & AFFILIATIONS**

East Carolina University – Bachelor of Music Education, 1973

Certified Purchasing Manager (C.P.M.) – 2000

*Recent Continuing Education, Workshops and Seminars:* Effective Grant Writing; Nonprofit Management; Understanding Sarbanes-Oxley from a Supply Management Perspective; Advanced Negotiation Strategies, Concepts & Techniques; Financial Analysis of Capital Purchases; Project Management; Managing People in Projects; Coaching Skills for Managers & Supervisors; Introduction to Customs Law; International Terms of Sales & Payments.

Member – Institute for Supply Management

Member – Pilot International, with key leadership roles including Club President 2007-08; NC District Secretary 2008-09; NC District Lt. Governor 2009-10

*\*\* Note – References are available upon request. Likewise, work history prior to 1984 is also available upon request.*