

Lee H. Donaldson

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Career Profile – History of Growth and Problem Solving

A senior purchasing professional with over 25 years experience in Operations and Manufacturing. Eighteen years of solid management and leadership experience with emphasis on cost containment and reduction. Experienced with supplier relationships, successful employee management, and contribution to rapid annual increases in return on investment. Directly responsible for preparing month-end financial statements, and working with Accounts Payable and Receivable. Entrepreneurial experience in ownership and management of two industrial properties. Proficient in Microsoft Word, Excel, Microsoft Office, accounting software and the Internet.

Experience

STREAMLINE CORPORATION **PRESIDENT/FOUNDER**

Grand Rapids, Michigan
2005 to present

An independent manufacturers sales representation company with emphasis on problem analysis and developing cost and quality solutions for the manufacturing procurement arena.

SWEETWATER PRODUCTS, INCORPORATED **PURCHASING/CUSTOMER SERVICE MANAGER**

Grand Rapids, Michigan
2002 to 2005

A high-tech manufacturer of wood-based office and institutional furniture and furniture products. Set up policies, procedures and developed a purchasing and inventory control system. Progressed to manage all material related functions of the company and added management of the Customer Service department. Moved on to form Streamline Corporation.

CUSTOM INNOVATIONS, INCORPORATED **GENERAL MANAGER/VICE PRESIDENT/MATERIALS MANAGER**

Grand Rapids, Michigan

1994 to 2001

Subsidiary of Spectra Products Corporation.

One of three founding partners of Custom Innovations, a manufacturer of wood office furniture products. Started with seven and grew to one hundred employees with annual sales of \$13 million with a net profit of 5% in 2001. Company sold to Spectra Products Corporation and became an operating subsidiary in 1998.

- Managed a budget of \$4.8 million.
- Developed and worked with a multi-disciplined team of consultants including accountants, attorneys and bankers who helped guide the company.
- Responsible for all material related functions, including purchasing, inventory control and planning.
- Developed and implemented supplier evaluation programs for key suppliers and maintained a supplier "on time and complete" percentage of 98%.
- Negotiated favorable pricing with top five suppliers resulting in sustained cost reductions of 15%.
- Negotiated with suppliers to hold inventory for just-in-time delivery, thereby reducing inventory holding costs and improving cash flow by 25%.
- Supervised and trained employees in Customer Service, Shipping and Receiving, Inventory and Purchasing related functions.
- Implemented a highly successful safety program, reducing lost time accidents from 3 to zero.
- Developed and published a complete employee manual, thereby improving employee relationships with the company by setting up consistent policies and ground rules.

HEKMAN SPECIALTY DIVISION, A Howard Miller Company.

Grand Rapids, Michigan

GENERAL MANAGER

1990 - 1994 and 1986 - 1988

A manufacturer of store fixtures, display cases, and residential, institutional and office furnishings. A company of fifty employees with annual sales of \$5 million.

- Started as Materials Manager, promoted to General Manager for this division at a time when the company was losing money. Accomplished a profitable turn around within six months.
- Continued to increase sales and maintain double digit profit percentages during my tenure.
- Developed and implemented yearly budgets.

Moved on to form the partnership that founded Custom Innovations.

MILLER/ZELL, INCORPORATED.

Atlanta, Georgia

DIRECTOR OF PURCHASING

1988 to 1990

An international design/architectural firm, specializing in complete retail store and showroom design and implementation. Five hundred worldwide employees with annual sales of \$50 million.

- Managed budget of \$1.5 million.
- Worked closely with other departments to assure product quality and on-time delivery of product to national job sites.
- Assisted with installation of new corporate computer system (IBM AS400).

Moved on to rejoin Hekman Specialty Division.

BURTON VALVE CORPORATION

Grand Rapids, Michigan

PURCHASING AND PRODUCTION CONTROL MANAGER

1984 to 1986

A manufacturer of valves for the oil and gas industry. Twenty-five employees and annual sales of \$3 million.

- Responsible for inventory systems, production scheduling, and cost analysis, accomplishing an inventory reduction of 20%.
- Established and implemented a new purchasing system which increased the speed of material acquisitions by 25%.

Moved on to join Hekman Specialty Division.

JACKSON ROLL FORM, INCORPORATED

Jackson, Michigan

MATERIALS MANAGER

1980 to 1983

A manufacturer of steel roll-formed products for the automotive and furniture industries. Sixty employees with annual sales of \$4 million.

- Responsible for purchasing, scheduling, inventory control, and customer quotations.
- Assisted owners with cost savings projects, resulting in an inventory control and inspection program that reduced material rejects from 5% to less than 1%.

Worked as a production employee, part time, while attending college from 1979 - 1980. Ran production equipment and worked as quality control inspector. Moved on to join Burton Valve Corporation.

Education

Michigan State University, College of Business

East Lansing, Michigan

Bachelor of Arts, Operations/Materials Management

August 1980

Jackson Community College

Jackson, Michigan

Associate of Arts, Business

May 1978

Affiliations

National Association of Purchasing Managers (NAPM)
Grand Rapids Chamber of Commerce
The Employers Association
The Right Place Program - (Purchasing User Group, ISO9000 User Group)