

Ian Kirk
Enumclaw, WA

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A thoughtful and strategic leader with nearly 30 years in diverse sectors, who approaches interactions with curiosity, diplomacy, and a solution-oriented mindset.

Skills

Aerospace & Defense · Analytical Skills · Budgets · Business Knowledge · Consultation · Contract Negotiation · Cross-Functional Team Leadership · Customer Satisfaction · Epicor ERP · Export Control Compliance · Information Sharing · Interpersonal Skills · Inventory Control & Management · Leadership · Management Review · Materials Management · Negotiation · Office 365 · Performance Metrics and Appraisal · Presentations · Process Improvement · ProShop ERP · Purchasing & Budgets · Quality Assurance Standards · Research · Robert's Rules of Order · Service Standards · Social Media Management · Source Selections · Strategic Thinking & Planning · Stressful Situations · Supervisory Skills · Teaching · Team Building · Visual Manufacturing ERP · Web development · Writing

Purchasing Roles

Purchasing Manager (Jun 2018–Sept 2022)
Westwood Precision, Inc. (Everett, WA)

Purchasing Manager (Feb 2012–Jun 2018)
Absolute Manufacturing (Arlington, WA)

Buyer (Oct 2011–Feb 2012)
Absolute Manufacturing (Arlington, WA)

Buyer (Sep 2003–Sep 2011)
MacKay Manufacturing (Spokane, WA)

Estimator Assistant (Jun 1995–Nov 2002)
Allied Engineering & Production Corporation (Alameda, CA)

Ministry Roles

Secretary/Treasurer (Sept 2023–Present)
Plateau Ministerial Association (Enumclaw, WA)

Co-Lead Pastor (Sept 2022–Present)
Enumclaw Nazarene Church (Enumclaw, WA)

Online Campus Pastor (Dec 2017–Present)
Church of the Nazarene—Generations Community Church (Marysville, WA)

Associate Pastor (Nov 2015–Aug 2017)
Church of the Nazarene—Snohomish (Snohomish, WA)

Church Planter (Jun 2015–Nov 2015)
Church of the Nazarene—UDistrict (Seattle, WA)

Secretary (Nov 2014–Dec 2016)
Nazarene Compassionate Alliance Northwest

Associate Pastor (Apr 2012–Jun 2015)
Church of the Nazarene—Snohomish (Snohomish, WA)

Experience

Met schedule and cost reductions through effective RFPs (Request for Proposals) and POs (Purchase Orders), vendor management, LTAs (Long Term Agreements), inventory value and unit management, and forecasting.

Strengthened and deepened vendor relationships through supplier development, project management, cooperative work, and process controls.

Improved operations through process development and improvements, including inventory management, scheduling, Kanban initiatives, material review board (discrepant materials and parts).

Structured organizations by establishing corporate policies, procedures, converting ERP (enterprise resource planning) systems, establishing and improving ERP training, and by working with other disciplines and departments, such as engineering, estimating, manufacturing, finance, along C-suite personnel.

Predicted and managed operational, production, and organizational issues as part of leadership teams.

Improved quality through internal and external reviews of discrepant materials, through review of specifications (customer, industry, and government), root cause analysis, and development of internal requirements.

Designed, implemented, and improved computer and technology systems, including networks, video, and sound.

Managed and participated in projects from bid stage, to manufacturing, to completion, including interfacing with customers, project leaders, and vendors to achieve successful projects under budget.

Enhanced organizational resilience through diversifying supplier base by adding new suppliers and better utilizing established suppliers.

Built teams, trained and encouraged team members from procurement, to computers, to digital ventures.

Managed suppliers and contracts including materials, manufacturing, construction, technical support, and subcontracting.

Created community digitally and in person, both in religious and civic contexts.

Familiar with labor relations and negotiations.

Education

Everett Community College, Project Management, 2018

(Project Management Essentials, Project Execution and Control, Project Planning and Scheduling Techniques)

Church of the Nazarene — Ordained Elder (2015)

University of Idaho — Bachelor, General Studies (2007)