KA KEI LEE, PMP

DIRECTOR OF SUPPLY CHAIN | GLOBAL SOURCING & MULTI-SITE OPERATIONS

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PROFESSIONAL SUMMARY

PMP-certified Supply Chain Director with 14+ years of experience spanning global sourcing, procurement, logistics, and product engineering. Lead supply chain operations supporting six U.S. sites and teams in China and Malaysia. Delivered $1M in tariff refund recovery, negotiated supplier cost reductions and extended payment terms, and advanced sourcing diversification across Asia. Partner with Finance, Sales, Operations, Engineering, and Quality to protect margins, manage inventory, and strengthen supply continuity.

CORE COMPETENCIES

Global Supply Chain Leadership • Strategic Sourcing • Supplier Negotiation • PPV & Cost Reduction • S&OP & Production Planning • Inventory & Working Capital • Logistics & 3PL Management • Tariff Mitigation • Supplier Performance • Team Development • NPI & Supplier Qualification • Epicor ERP & KPI Reporting

PROFESSIONAL EXPERIENCE

Director of Supply Chain | Sep 2025–Present

Nelson Miller Group | City of Industry, CA

- Lead purchasing, planning, logistics, 3PL coordination, and inventory management supporting six U.S. sites, with cross-border execution through teams in China and Malaysia.
- Recovered $1M in tariff refunds through coordinated review and follow-up of import charges and supporting documentation, delivering a measurable financial benefit.
- Negotiated 1–5% price reductions with offshore suppliers to improve purchase price variance (PPV); secured Net 90 terms with key suppliers and extended other terms from Net 30 to Net 60.
- Build and develop the Asia supply chain team; expand regional ownership of purchasing and order management, and establish buyer onboarding, training, and career development plans.
- Drive sourcing transfers from China to Southeast Asia to manage tariff exposure and supply risk; coordinate supplier readiness with Engineering, Quality, and Operations.
- Lead S&OP coordination and align customer forecasts, open orders, production plans, and inventory commitments with Sales, Operations, and Finance.
- Develop Epicor-based reporting for buyer and supplier OTD, past-due PO lines and value, supplier spend, logistics performance, and inventory visibility to support management decisions.
- Partner with the CFO to prioritize cost opportunities across top-spend parts through incumbent negotiations, alternative sourcing, and engineering-led design changes.
- Lead procurement consolidation across U.S. sites, shifting sourcing and order management to a centralized team supported by Asia operations to streamline execution, shorten lead times, and reduce freight costs.

Commodity Manager | Jan 2025–Aug 2025

Nelson Miller Group | City of Industry, CA

- Led an Asia cost optimization initiative targeting $1M+ in annual savings, coordinating scope, timelines, supplier negotiations, and cross-functional deliverables.
- Developed direct-shipment and sourcing models with Sales and customer teams, reducing landed costs by 10–30% and shortening lead time by 20%.
- Managed commodity strategies for injection-molded plastics, membrane switches, rubber keypads, nameplates, and touch-screen modules across Asia and North America.

PROFESSIONAL EXPERIENCE — CONTINUED

Sourcing Development Manager | Jul 2022–Dec 2024

Nelson Miller Group | City of Industry, CA

- Delivered $550K+ in cost savings in 2023 through sourcing and procurement initiatives for critical human-machine interface components.
- Reduced China sourcing reliance from 80% to 48% in 2024 by developing alternative supplier relationships and expanding regional sourcing options.
- Oversaw 2,150+ purchase orders annually, representing $9–10M in procurement value, while maintaining supplier on-time delivery above 90%.
- Applied should-cost modeling and total landed cost analysis to supplier negotiations; extended payment terms from Net 30 to Net 60 and Net 45 to Net 90.
- Implemented supplier scorecards and performance KPIs to improve accountability; partnered with Engineering and Quality on NPI, supplier qualification, and customer and ISO audit support.

Technical Sourcing | Aug 2017–Jun 2022

Nelson-Miller Inc. | Los Angeles, CA

- Managed sourcing and procurement projects for HMI components, coordinating supplier onboarding, pricing, Incoterms, and delivery schedules for new product launches.
- Maintained supplier on-time delivery above 90% through performance tracking, open-order follow-up, and coordination with offshore suppliers.
- Improved warehouse logistics and import documentation processes; investigated shipment delays and coordinated corrective actions with suppliers.
- Served as the sourcing liaison among Engineering, Quality, suppliers, and management to resolve technical requirements and support production readiness.

Product Engineer | Jan 2012–Jul 2017

Sceptre Inc. | City of Industry, CA

- Launched 250+ consumer electronics products for the U.S. market over 5.5 years, managing development schedules, specifications, and offshore factory coordination.
- Designed and implemented NPI testing frameworks that reduced defect rates by 75% and improved product quality.
- Coordinated cross-functional teams and overseas manufacturers to meet launch deadlines; supported FCC, Energy Star, UL, and UN38.3 compliance requirements.
- Led trade-show product setup and demonstrations to support commercial launches and customer engagement.

EDUCATION & CERTIFICATION

Project Management Professional (PMP) | Project Management Institute | Nov 2024

Bachelor of Science, Electrical Engineering — Cum Laude

California State Polytechnic University, Pomona | GPA: 3.53
President's Honor List • College of Engineering Dean's List

ADDITIONAL INFORMATION

Languages: Fluent in English, Cantonese, and Mandarin (speaking, reading, and writing)
Citizenship: U.S. Citizen