

NAME

 Torrance, California 12345  123.456.7890  rpwmail@rpwmail.com

PROCUREMENT MANAGER | PLANNER | MATERIALS MANAGER | VENDOR MANAGER

*Regulatory Compliance | Contract Negotiation | Product Distribution | Budget Control | Project Administration
Process Improvement | Strategic Planning and Implementation | Time Management and Prioritization*

► QUALIFICATIONS PROFILE

Solutions-focused, goal-oriented, and dedicated professional, with extensive experience in procurement management, sourcing, and materials planning. Knowledgeable on bill of materials and inventory management of raw materials, with a proven track record of success in reducing costs while maintaining high quality of work. Known for analytical problem-solving and critical thinking aptitudes in developing innovative strategies to improve operations. Adept in managing group dynamics, as well as motivating, guiding, and leading high-caliber teams of professionals. Technically proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), ERP systems, and PowerBI.

► PROFESSIONAL EXPERIENCE

Company Name, Location

Sourcing Specialist Apr 2022–Present

- Assume full responsibility for managing and upholding all company-established policies and guidelines to guarantee that contracting information is processed promptly and in compliance with all regulatory requirements
- Lead the negotiation of all contract material, including changes, renewals, addenda, and summary agreements, to ensure that it is processed in accordance with state regulations
- Directly coordinate with all suppliers, group purchasing organizations, and higher education institutions in reviewing all emerging spend aggregation opportunities
- Ensure accurate calculation and reporting of the actual and projected sourcing savings by spend categories
- Provide direct support in contract negotiations, request for proposals creation, as well as supplier contracts and agreements implementation and oversight
- **Achieved a 25% reduction in data entry time for value production by using VLOOKUP and IF statements**

Company Name, Location

Procurement Manager Sep 2020–Apr 2022

- Rendered oversight for the timely delivery of products from suppliers, issues with quality, inventories, PPI, WADPO, and long-term contracts
- Conducted negotiation with suppliers to prevent any cost increases on a long-term basis
- Started and carried out long-term contracts with suppliers based on lead time, previous usage, and cost
- Supervised a team consisting of two staff, responsible for carrying out assignment, prioritization, and follow-up of team members' tasks
- Created and presented status reports for open orders, verified delivery dates, backordered items, and action plans during daily plant meetings
- Gave real-time updates on manufactured products, distribution products, and kit components by joining customer calls
- Used Excel spreadsheets in enforcing processes to understand the missing components of bill of materials (BOM)
- Led the assessment of demand and supply information for the operational, tactical, and strategic plans as well as leverage data in navigating the on-time delivery, establishing lead times and inventory turns, as well as maximizing revenues

Sourcing Specialist Jul 2018–Sep 2020


- Provided oversight to the inventory levels of more than 500 different part numbers
- Oversaw the cross-functional activities of the HPT team for procurement
- Identified the future actions regarding business development, maintenance, and closure through analysis of supply base

NAME

 Torrance, California 12345  123.456.7890  rpwmail@rpwmail.com

- Formulated blanket and spot-buy purchase orders; expedited purchase orders; canceled excess inventory; and assessed costing through the use of ERP system
- Accurately reconciled all invoice discrepancies in coordination with vendors and accounts payable
- Coordinated with the Quality Assurance Team in generating and implementing to provide on-time feedback to vendors for non-conforming parts
- Resolved issues by working with vendors in assessing the most rejected part
- Guaranteed the timely delivery of all products by managing and organizing the logistics for large part deliveries
- Ensured adherence to deadline, specification, and costing in procuring all projects

Company Name, Location

Buyer (Parker Hannifin)  Mar 2018–Jul 2018

- Controlled inventory worth \$3M and purchase orders amounting to \$6.5M
- Supported MRP by analyzing demand requirements and placing purchase orders with assigned suppliers
- Formulated effective solutions to all price discrepancy issues
- Adhered to all the established stocking plans
- Supported the entire business functions to achieve the monthly goals by analyzing daily reports
- Directly relayed all supplier issues to other team members and coordinated with other departments in creating effective solutions to meet customer demand
- Monitored the maintenance of all financial and quality records for new and existing suppliers along with the system pricing, date, and lead times for materials
- Formed and sustained relationship with vendors

▶ PROFESSIONAL DEVELOPMENT

Effective Communication and Human Relations, Dale Carnegie, 2020
Institute of Supply Management (ISM), ISM, Online, 2019

▶ ACTIVITIES

Facilitator, Peer W – Circle, Parker Hannifin, 2020