**Procurement Officer**

ROBERT SMITH

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# Objective

Seeking to find a position where leadership, organizational skills, and ability to work well as a team member, would be used to achieve positive goals for both. Although have been Production entire career, and looking forward to expanding work experience into different areas.

# Skills

Production Management, Truck Driver, Purchasing Agent, Service writer, Sales Consultant.

# Work Experience

## Procurement Officer

**Southeastern Transit Authority (SEPTA)** ­ November 2015 – May 2019

* Ensure that stock and non-stock purchase requisitions are processed expeditiously and in a manner to encourage fair and open competition.
* Responsible for the development review and critique of bid solicitation packages, certified bid

tabulations, contract awards and purchase orders.

* Conduct and present findings of responsibility reviews for prospective awardees utilizing Financial Statement Analysis.
* Perform cost and/or price analysis to substantiate Sole Source and Single Bid awards.
* Responsible for ensuring that vehicle maintenance is performed timely.
* Reviewing accident reports, making recommendations to management regarding whether an employee was negligent and liable.
* Responsible for prompt ordering of vehicles, ensuring staff take possession of the vehicle

timely and reviewing monthly mileage reports for any unusual occurrences.

## Procurement Officer

**ABC Corporation** ­ 2010 – 2015

* Responsible for the negotiation of prices of products and services for the organization.
* Ensured that products and services purchased for the organization are of high quality regardless of the price.
* Involvement in the approval of best product and service with low price after reviewing and

analyzing all options.

* Ensured proper details of the suppliers qualifications, delivery times.
* Product and services.
* Managed the inventories of the products and services in the organization.
* Maintained good relationship with the organizations suppliers.

# Education

Bachelor's in Supply Chain Operations Business Management - June 2007(University of Phoenix - Philadelphia, PA)