ROBERT SMITH

# Procurement Officer-Case Manager

### info@website.com | LinkedIn Profile | Website.com

Strategic professional is eager to contribute expertise toward supporting the employer in optimizing bottom-line profits while meeting operational needs. Proficient in improving workflow and streamlining communications between departments. Dynamic communication, presentation, relationship building, and problem-solving abilities.

# EXPERIENCE

## Procurement Officer-Case Manager

### ABC Corporation - 1992 – 1995

* Actively collaborated in strategically facilitating daily procurement of construction equipment, materials, and supplies.
* Exhibited solid communication and problem-solving abilities in utilizing effectively competitive bidding and negotiating methods.
* Supporting high-performance teams to reducing costs and negotiating effective contracts, we have continually excelled in maximizing performance as a dynamic team member.
* Excel in identifying and resolving inefficiencies, introducing solutions instrumental to boosting performance and strategically utilizing resources to generate optimal results.
* Resolve issues, monitor contractual agreements, and review invoices for payment.
* Establish and negotiate contract terms and conditions, and maintain vendor relationships.
* Administer contract performance including delivery, receipt, warranty, damages, and insurance.

## Procurement Officer

### ABC Corporation - 1987 – 1992

* Responsible for large and complex purchases involving the use of Requests for Proposals.
* Assists departments with specification development.
* Monitor and obtain the best price for office expenditures.
* Approve payment of invoices and direct purchasing card expenditures for office.
* Review language and submittals (bonds/insurance) in the Department of Corrections contracts/agreements to ensure compliance with State law, negotiates terms, execute the final document or recommend execution.
* Met with interested vendors concerning potential sources for supply and service.
* Developed and maintained an effective working relationship with vendors.

# EDUCATION

* Diploma

# SKILLS

Computer, Excel, AS400, People Soft, Inventory Management, Research, Problem Solver.

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