

# Robert Smith

## Senior Procurement Officer

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@website.com  
[www.website.com](http://www.website.com)

### PERSONAL STATEMENT

Accomplished Procurement Professional with a history of managing and overseeing millions of dollars in procurement operations. Strategic planner, persuasive contract negotiator, proficient contract manager with over 6 years hands-on experienced in executing and managing complex procurement. A result-oriented professional with a demonstrated track record of setting up and managing procurement.

### SKILLS

Microsoft Office Suite,  
Contract Management,  
Contract Negotiations,  
Procurement.

### WORK EXPERIENCE

#### **Senior Procurement Officer** ABC Corporation - August 2007 - February 2010

##### *Responsibilities:*

- Built a competitive bidding environment that encouraged a broad range of suppliers and increased bidders participation by 90%.
- Developed and customized contracts that prevented and remedied excursions.
- Prepared Procurement Plan, bidding documents, procurement notices, and contracts that complied and were approved by the Bank.
- Developed annual budget & work-plan along with strategies for implementation of projects.
- Prepared and processed purchase orders in an efficient manner, also conducted market research that determined appropriate pricing.
- Collected operations data and created spreadsheets detailing trends and recommended to senior management which informed their decisions.
- Contributed to improving procurement practices and approaches, generated "concept notes" and best practices papers and developed innovative solutions.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

#### **Procurement Officer** ABC Corporation - 2004 - 2007

##### *Responsibilities:*

- 2 Experienced procurement professional skilled in managing materials and equipment needs, controlling inventory.
- Proven ability to manage staff, develop and oversee operating budgets and communicate with other departments, vendors and executive management to ensure procurement goals are met.
- Experience with sourcing supplier for purchased goods within an annual budget, negotiating contracts including blanket agreements and bulk commodity pricing agreements, and conduction production planning.
- Responsible for directing the preparations requisition issued Review specification, money requirements and need before requisitions are approved to move forward in the procurement system Assist Field Staff in writing of specification and proper initiation.
- Service as the liaisons between DIDD and Department of General Services (DGS), resolving conflicts between the two entities, advancing ideas for improvement in purchasing statues of rules to DGS.

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

- 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..

## Education

Post-Graduate in Public Procurement Management - (University of Liberia - Monrovia)