**Procurement Officer I**

ROBERT SMITH

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# Objective

Seeking to obtain a challenging position of a buyer within a reputable firm, putting to use the unsurpassed record of purchasing experience, networking and negotiation skills to assure best deals for organization.

# Skills

Microsoft Office, Excel, Accpac.

# Work Experience

## Procurement Officer I

**UCLA Chemistry & Biochemistry Business Office** ­ July 2014 – May 2019

* Detailed working knowledge of the overall purchasing process, including soliciting price quotes.
* Thorough understanding of policies and procedures related to purchasing and materiel management.
* Extensive knowledge of purchasing for the University, Medical, public sector, including federal requirements for contracts and grants.
* Discusses defective or unacceptable goods or services with inspection or users, vendors, and others to determine the source of trouble and take corrective action.
* Maintain open lines of communication between manufacturers, vendors, and warehousing personnel to expedite product orders, distribution, and problem resolutions.
* Demonstrated skill in performing under the pressure of frequent interruptions, conflicting demands, changing priorities, and heavy workloads.
* Excellent writing and speaking skills to communicate effectively at all organizational levels.

## Procurement Officer

**ABC Corporation** ­ April 2009 – June 2013

* Detailed working knowledge of the overall purchasing process, including soliciting price quotes.
* The use of purchasing systems and ethical standards, internal controls.
* Thorough understanding of policies and procedures related to purchasing and materiel management.
* Extensive knowledge of purchasing for the University, Medical, public sector, including federal requirements for contracts and grants.
* Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine the source of trouble and take corrective action.
* Maintain open lines of communication between manufacturers, vendors, and warehousing personnel to expedite product orders, distribution, and problem resolutions.
* Demonstrated skill in performing under the pressure of frequent interruptions, conflicting demands, changing priorities, and heavy workloads.

# Education

HS­ (Birmingham High School ­ Van Nuys, CA)