

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)