**SUMMARY**

Seeking to work for an organization that believes in work ethics, morals and abides by rules and regulations. A company that treats all employees in the same way and does not show favoritism.

**CORE COMPETENCIES**

Microsoft Office, Word, Excel, Publisher, PowerPoint, and Digital Dining Back Office.

**PROFESSIONAL EXPERIENCE**

# Procurement Officer II

## THE HOUSING AUTHORITY OF THE CITY OF WINSTON­SALEM ­ 2009 – 2019

**Key Deliverables:**

* Coordinate and perform administrative, technical and professional work ensuring all departments maintain viable materials and services required for optimum operations.
* Prepare complicated specifications, negotiate and prepare significant, large purchase orders and contracts.
* Compose and maintain contractor and vendor listings, including sources of supply for goods and services, handle contract disputes and resolutions.
* Contact bid openings, assign contractors to projects, write construction, non­ construction, and intergovernmental contracts.
* Purchase vehicles, maintain documentation on insurance, certifications and licensure.
* Compose, advertise and solicit Requests for Proposals, Invitations for Bids, Requests for Qualifications and Quotations for Small Purchases.
* Liaison with Finance department with research­related issues for invoice payments.

# PROCUREMENT OFFICER

## ABC Corporation ­ 2004 – 2009

**Key Deliverables:**

* Procurement for Ashlands U.S.
* Midwest Division chemical manufacturing and distribution network in SAP.
* Strategic sourcing to deliver significant cost reduction/savings.
* Supply/demand/capacity balances, trends, and issues.
* Optimized distribution performance, managed inventory availability, service levels, and delivery.
* Built strong relationships with suppliers.
* Contributed to initiatives to improve the efficiency of the purchasing department.

**EDUCATION**

Bachelor of Science in Business Management ­ (University of Phoenix)