

ROBERT SMITH

Procurement Officer II

Phone: (0123)-456-789 | Email: info@website.com | Website: Website.com

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 WINSTON-SALEM - 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 research-related 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.

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EDUCATION

Bachelor of Science in Business Management - (University of Phoenix)

