***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

**www.website.com**

***SKILLS***

Supply Chain Management, Procurement, Aerospace, Business Management.

***LANGUAGES***

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

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Procurement Officer­Supervisor***

# PERSONAL STATEMENT

Successfully established business relationships through a diverse network of contacts and resources to developed performance-based strategic plans and cost-reduction initiatives through effective negotiation with suppliers and customers. Implemented management techniques specific to Lean and Six Sigma doctrines that resulted in increased efficiency and enhanced business practices.

# WORK EXPERIENCE

## Procurement Officer-Supervisor

### ABC Corporation - July 1988 – January 1994

*Responsibilities:*

* Responsible for all administrative, legal, logistical and supply operations in the country for the group of companies.
* Assigned to the key account supply chain team servicing major airline customers in the region.
* Ensured that all orders were shipped to their final destination in accordance with customer requirements and in compliance with export controls.
* Collaborated with customers department focal to develop reliable supply sources.
* Secured two major customers contract extensions leading to $12M contribution to P&amp;L.
* Assisted in the parent company mainframe system data migration to an SAP-based system.
* Developed Team Concept with Accounts Payable with ensuring they have the proper paperwork and backup to process invoices.

## PROCUREMENT OFFICER

### ABC Corporation - 1985 – 1988

*Responsibilities:*

* Oversight and management of all purchases for the Environmental Services Programs to assure state laws and regulations are followed.
* Purchases ranged from small items to complex technical equipment.
* Training department staff in purchasing procedures and state requirements.
* Created contract bids for large purchases such as Emergency Response Vehicles.
* Assisted with training courses and supplies for the Clandestine Drug Lab Collection Station Program.
* Work involved discretion while working with undercover law enforcement and strict state regulations.
* This is Dummy Description data, Replace with job description relevant to your current role.

**Education**

Bachelor of Science in Business Management - (Pepperdine University)