

Robert Smith

Procurement Officer-Supervisor

CONTACT DETAILS

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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&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.

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)

Education

Bachelor of Science in Business Management - (Pepperdine University)