Robert Smith

**Purchasing Officer**

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# SUMMARY

A Challenging Purchasing Officer role in which acquired expertise, creative talents and commitment to excellence will have valuable application.

# SKILLS

Sharepoint, ICD-10, CPT-4, Medical Office Management, EHR Management.

# WORK EXPERIENCE

## Purchasing Officer

ABC Corporation ­ November 2000 – August 2011

* Implemented Board policy and federal and state rules and regulations as they relate to purchasing.
* Oversaw the preparation of appropriate documents necessary for the purchase of materials,

supplies, equipment, and service contracts, this includes the supervision of all bid process documentation.

* Collected data for and prepared required purchasing reports to ensure compliance with related laws and regulations.
* Prepared purchase orders and technical bid specifications for a bid for various projects.
* Secured MWBE participation for a $200 million dollar bond for the construction and renovation of 33 schools.
* Participated in community meetings to build networking and rapport with minority and

women-owned business people.

* Implemented policies and procedures for all schools within the district.

## Purchasing Officer

Delta Corporation ­ 1996 – 2000

* Retained to oversee comprehensive purchasing effort of $8-10MM and providing support to employees and subcontractors.
* Assist in determining procurement needs for multiple departments while implementing

purchasing policy, verifying account balances, managing A/P and performing complex financial analysis.

* Report to county government senior management.
* Issue and conduct all RFP/RFQ documentation while awarding contracts funded through Federal, state and local sources.
* Plan strategies for, and conduct, all contract negotiations.
* Successfully concluded favorable 4-5 year telephone, office supply and special project contracts.
* Restructured and de-centralized Purchasing Department with a 40% reduction in purchase

orders and improved service to internal customers.

# EDUCATION

Bachelor of Science in Business Administration - 1985(University of Tennessee - Martin, TN)