

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)