**Candidate *3566***

City Personnel

(401) 331-2311

**Education**

Roger Williams University

Boston High School

Peter Faneuil - ACC U/Mass

**Work Experience**

**Procurement Responsibilities,** Contracting Experience *December 2017 - Present*

* Research potential vendors and negotiate contract terms and pricing
* Ensure POs are placed with the appropriate terms and conditions
* Generate savings to contribute to the success of the business and make results transparent
* Focus on the timely order placement of all procurement requisitions and the tracking to site delivery
* Open sort and prepare State of RI mail ballot applications for scanning
* Complete census data for the State of RI
* Provide account management functions for the “get vaccinated” program
* Manage the Concur Online Management tool reviewing reports for policy compliance
* Manage the day-to-day operations to ensure purchasing requests are ready for approval by tracking for accuracy
* Process purchase requests (depending on thresholds), with appropriate information (Commodity Code (ESN), INCOTERMS) reducing process bottlenecks
* Conduct the procurement of routine materials obtained on a bid or quote basis by preparing, submitting, and receiving bids, for low complexity initiatives
* Understand key material agreements to ensure timely order placement procurement requisitions and the tracking to site delivery
* Maintain and update supplier master data in SAP; archived documents according to local regulations to keep the database always accurate and up to date
* Oversee compliance with procurement rules of the company to ensure the usage of competitive terms & conditions

**Purchasing Specialist,** Owen & Minor *November 2014 - November 2017*

* Coordinated the new/lost business “Add-to-Stock” process
* Implemented & executed plans for the reduction of excess inventory
* Collaborated with purchasing analysts on stock/non-stock decisions
* Led the planned deployment purchase order process & created planned deployment purchase orders
* Investigated & reconciled late orders and worked with sales reps for processing new and lost business
* Provided updates to home office price changes and coordinated procuring & distribution of vendor catalogs
* Provided daily, weekly & monthly reports to sales reps, department managers, and general manager

**Enrollment Agent,** Morpho Trust USA *November 2014 - November 2017*

* Provided enrollment services for state and federal agencies and electronic fingerprinting functions according to state, federal, and commercial customer program requirements

**Various Administrative Assignments,** Spectra Temps*December 2013 - February 2014*

* Performed various administrative, calendar management & secretarial support for businesses in Rhode Island
* Prepared itineraries, transportation arrangements, and expense reports
* Drafted correspondence, scheduled meetings, and travel arrangements

**PBX Operator - Part-time,** Langham Hotel *December 2003 - January 2006*

* Monitored all alarm and safety systems in the facility
* Answered all incoming/internal calls and provided all information & assistance as needed for hotel guests & two restaurant services on site
* Worked closely with local police, fire & on-site security to ensure comfort & safety for all guests and employees

**Purchasing Associate - Biologics Laboratory,** UMass Medical Center *September 1995 - October 2004*

* Purchased all laboratory supplies, equipment & service
* Assisted controller with budget planning of department accounts, forecasting, accounts payable, reconciles invoices and orders
* Maintained records & invoicing of toxoid products
* Handled all travel, training reimbursement, and credit card procedures
* Assisted with general office functions as needed