

JONES KENDALL

PROCUREMENT MANAGER

Location

: 123 Elm Street, Miami, FL 33183 | **Email**

: jkendall@notmail.com

Telephone

: 305 555 5555 | **Mobile**

: 305 444 4444

PROFESSIONAL PROFILE

A results-oriented and highly productive procurement management professional with a demonstrated ability to significantly reduce procurement costs by standardizing processes, negotiating favorable terms, and streamlining supplier channels. I have extensive technical skills, including in Word, Excel, PowerPoint, and SAP. In addition, I embody exemplary relationship-building and problem-solving skills that foster deep trust and dependability with vendors.

CAREER HIGHLIGHTS

ABC Enterprises, Miami, FL,

Procurement Manager

2004 to Present

RESPONSIBILITIES

- Oversaw the purchasing of commodities, including electronics, machined parts, PCBs, capital equipment, sub-contracts, electronic assembly, and wafers for this defence and aerospace supplier.
- Developed customer survey and applied results to realign departments.
- Assigned buyers to commodities based on skill and knowledge base.
- Spearheaded the negotiation of a major contract agreement with an electronic assembly manufacturer, thereby driving an annual cost savings of up to \$150,000.
- Regularly conducted physical inventory of surplus equipment, which included a detailed list with pictures that were posted on the company intranet.
- Worked with internal customers to redistribute equipment that avoided in the write-off of \$275,000.
- Organized the sale of excess equipment and parts, thus generating \$58,000.
- To realize optimum staffing levels, I was tasked to streamline department processes and procedures.
- Instituted metrics to document cost savings, purchased requisition turnaround, and a number of POs issues.
- Conceptualized as well as drafted an instructional how-to guide on the ideal use of the ERP system, especially the purchasing and receiving modules.
- Prepared user training instructions for online purchase requisitions.
- Guided process improvements for the Document Control Department, resulting in the elimination of redundant activities and fueling more effective processes and procedures in the process.

BCD Corporation, Miami, FL,

OEM Procurement Manager

2002 to 2004

RESPONSIBILITIES

- Managed the annual procurement budget of \$42.2 million as well as the involved territory, which included 9 prepared foods plants, 24 processing plants, 17 distribution centres, and multiple hatcheries, feed mills, and grow-out farms in both Puerto Rico and the U.S.
- Took on the role of a manager of the daily activities of 2 supervisors.
- Placed and tracked an average of 641 weekly purchase orders.
- Negotiated contracts with OEM suppliers, [forklift](#) suppliers, and modular/fabric belt suppliers.
- Built and maintained vendor relation activities, including, managed buyer processes, evaluated vendors, and analyzed reports.
- Conducted research to identify potential cost-saving strategies.
- Standardized vendor channels and products where possible.
- Negotiated a new rebate structure which produced savings of up to \$60,000.
- Reduced the number of forklift parts and service suppliers by 45%.
- Played a key role in a plant inventory reduction from \$2.1 million to \$1.3 million.
- Recommended the implementation of a tracking form for short-paid invoices, eliminating supplier invoice resubmissions as well as lending assistance to the Accounting Department.
- Suggested the installation of an automated handling fees payment process.

EDUCATION & QUALIFICATIONS

XYZ College

Bachelor's Degree in Business Administration

Class of 2002

I attended the XYZ College in Miami, FL, where I undertook a Bachelor's Degree in Business Administration. I graduated with the highest honours.

CORE SKILLS

- Aptitude for technology
- Interpersonal and communication
- Analytical skills
- Financial acumen
- Project management
- Technical skills in Word, Excel, PowerPoint, and SAP

LANGUAGES

English ? Italian ? Russian ? Japanese ? Bengali

HOBBIES & INTERESTS

Cycling ? Birdwatching ? Painting ? Drawing ? Reading ? Travelling

INDUSTRY REFERENCES

Mr. John Jones

Manager

Tel: 0161 334 7672 | Email: johnjones@gmail.com

Mr. David Mane

Manager

Tel: 0236 625 7572 | Email: davidmane@gmail.com