



# AVA DAVIS

## Procurement Associate

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## PROFESSIONAL SUMMARY

Procurement professional with over seven years of experience in optimizing purchasing strategies and managing supplier relationships. Demonstrated success in negotiating contracts to achieve significant cost reductions while ensuring compliance with procurement regulations. Passionate about driving efficiency and supporting organizational goals through strategic procurement initiatives.

## WORK EXPERIENCE

### Procurement Associate

📅 Jan / 2021-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Processed daily purchase orders while ensuring necessary approvals were granted along with company Terms and Conditions.
2. Expedited orders as requested by the end-user, improving delivery timelines.
3. Followed up on orders to ensure timely delivery and resolved invoicing issues with Accounts Payable.
4. Formulated Bid Tabs on orders as requested by Procurement procedures, enhancing bid transparency.
5. Negotiated pricing, delivery, and payment terms on purchase orders to align with company objectives.
6. Led Strategic Sourcing initiatives for rental equipment, resulting in cost efficiencies.
7. Developed comprehensive market research to inform contract strategies and procurement processes.

### Procurement Associate

📅 Jan / 2018-Jan / 2021

Crescent Moon Design

📍 Portland, OR

1. Managed electrical piping and instrumentation material inventory, ensuring timely fulfillment of construction site orders.
2. Provided contract support to the supply chain, enhancing compliance and efficiency.
3. Created purchase orders in SAP and accurately entered goods receipts based on packing slips.
4. Established a database of suppliers based on area and expertise, optimizing sourcing efforts.
5. Assisted in sourcing products made in China for supermarket chains, improving supply chain efficiency.

## EDUCATION

### Bachelor of Science in Business Administration

📅 Jan / 2015 - Jan / 2018

University of Texas

📍 Denver, CO

Focused on procurement and supply chain management, gaining insights into effective purchasing strategies.

## SKILLS

### Sourcing Strategies



### Compliance Knowledge



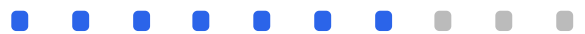
### Logistics Coordination



### Quality Assurance



### Procurement Policies



## INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

## STRENGTHS



Fairness



Flexibility



Forward-thinking



Gratitude

## LANGUAGES



English



Polish



Mandarin

## ACHIEVEMENTS

- ★ Achieved cost savings of 20% through effective supplier negotiations.
- ★ Streamlined procurement processes, reducing order processing time by 30%.
- ★ Implemented a new vendor assessment system that improved supplier performance metrics by 25%.