



# SOPHIA BROWN

## Procurement Associate

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📍 Los Angeles  
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### PROFESSIONAL SUMMARY

Bringing seven years of comprehensive procurement experience, I specialize in strategic sourcing, supplier negotiations, and cost management. My expertise lies in enhancing procurement processes and ensuring compliance with industry standards. I aim to leverage my analytical skills and vendor relationship management to drive operational excellence within a collaborative team.

### WORK EXPERIENCE

#### Procurement Associate

📅 Jan / 2021-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Established a new procurement process in collaboration with the plant manager to enhance operational efficiency.
2. Managed receipt and verification of shipments, ensuring accuracy with packing lists and inventory entry in SAP.
3. Utilized SAP software to create and manage purchase orders for manufacturing supplies, ensuring timely procurement.
4. Coordinated with the sales department to issue manufacturing work orders, aligning production needs with inventory levels.
5. Executed inter-divisional orders for products, optimizing inventory management and manufacturing supplies.
6. Tracked purchase requisitions to ensure on-time delivery in line with project timelines.
7. Led contract negotiations with third-party vendors for various services, ensuring compliance and cost-effectiveness.

#### Procurement Associate

📅 Jan / 2018-Jan / 2021

Summit Peak Industries

📍 Denver, CO

1. Facilitated ongoing communication with departments to manage contract statuses, including extensions and terminations.
2. Developed a comprehensive tracking system for contract terms and required documentation to streamline procurement processes.
3. Assisted in contract management by gathering feedback from user departments regarding vendor performance.
4. Conducted market research using Bloomberg to support procurement decisions and maintain updated supplier data.
5. Maintained organized filing systems for contract documents and processed incoming procurement requests efficiently.

### EDUCATION

#### Bachelor of Science in Supply Chain Management

📅 Jan / 2015 - Jan / 2018

University of Houston

📍 Phoenix, AZ

Focused on procurement strategies, vendor management, and logistics.

### SKILLS

Microsoft Office Suite



SAP Enterprise Resource Planning



SAP Business One



Microsoft Dynamics NAV



Warehouse Management Systems



### INTERESTS

🎧 Podcasts

🗣️ Language Learning

🎵 Dancing

🚴 Cycling

### STRENGTHS

🔑 Intuition

👥 Leadership

🎧 Listening

👤 Mentorship

### LANGUAGES



English



Italian



German

### ACHIEVEMENTS

🌟 Achieved a 15% reduction in procurement costs through strategic vendor negotiations.

🌟 Streamlined procurement processes, reducing order processing time by 25%.