



PROFESSIONAL SUMMARY

A dedicated Procurement Intern with two years of hands-on experience in supply chain management. Skilled in optimizing purchasing processes and enhancing vendor relationships, I aim to contribute innovative solutions that drive efficiency. Eager to leverage analytical skills and collaborative mindset to support procurement strategies and organizational objectives.

WORK EXPERIENCE

Procurement Intern

Quantum Solutions LLC

- Established and sourced contracts through Contract Management software, ensuring compliance and optimal vendor selection.
- Created purchase orders and updated vendor details, enhancing procurement efficiency.
- Developed an operational manual for SCM employees on the SAP BW module, improving team competency.
- Executed spend analysis on automation and wellness expenses, driving informed decision-making.
- Analyzed automated purchase order spending for efficiency improvements.
- Presented spend visibility reports, distinguishing between frame agreements and non-agreements.
- Forecasted cost models for future well sites based on expense evaluations.

Mar / 2024-Ongoing

Phoenix, AZ

Procurement Intern

Cactus Creek Solutions

- Conducted competitor pricing analysis and re-priced vendor product lines to ensure competitiveness.
- Created a value-stream map for locomotive leases, gaining consensus on strategic lease renewals.
- Designed an automated pricing tool following RFQ and RFI executions from global suppliers.
- Collaborated with engineers to align procurement processes with technical specifications.
- Reduced RFQ lead time from 3-5 days to under one hour through process optimization.
- Implemented Total Cost of Ownership analysis to inform procurement decisions.

Mar / 2023-Mar / 2024

Phoenix, AZ

EDUCATION

Bachelor of Science in Supply Chain Management

University of Houston

Focused on procurement strategies, vendor management, and supply chain optimization.

Mar / 2022-Mar / 2023

Denver, CO

SKILLS



ACHIEVEMENTS

- Improved vendor contract compliance by 15% through effective negotiation strategies.
- Streamlined purchase order processing, reducing turnaround time by 20%.
- Conducted spend analysis that identified cost-saving opportunities, leading to a 10% reduction in procurement expenses.